

MONTEREY PENINSULA COLLEGE



2 0 0 5 - 2 0 0 6 C A T A L O G

# Academic Calendar 2005-2006

## Fall Semester 2005

*August 22, 2005 to December 15, 2005*

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<b>August 22</b>	Classes Begin
<b>August 22-26</b>	Late Registration and Program Changes
<b>September 5</b>	Labor Day Holiday
<b>November 1</b>	Graduation Application Deadline
<b>November 11</b>	Veterans Day Holiday
<b>November 15</b>	Last Day Student May Withdraw from Classes
<b>November 24-27</b>	Thanksgiving Recess
<b>December 12-15</b>	Final Examinations

## Early Spring Session 2006

*January 3, 2006 to January 24, 2006*

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<b>January 3</b>	Classes Begin
<b>January 16</b>	Martin Luther King, Jr. Holiday

## Spring Semester 2006

*January 30, 2006 to June 1, 2006*

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<b>January 30</b>	Classes Begin
<b>January 30-February 3</b>	Late Registration and Program Changes
<b>February 17</b>	Lincoln's Day Holiday
<b>February 20</b>	Washington's Day Holiday
<b>March 1</b>	Graduation Application Deadline
<b>April 10-15</b>	Spring Recess
<b>May 3</b>	Last Day Student May Withdraw from Classes
<b>May 29</b>	Memorial Day Holiday
<b>May 26, 30, 31, June 1</b>	Final Examinations
<b>June 3</b>	Commencement

## Summer Session 2006

*June 12 to July 21, 2006 (6-week session)*

*June 12 to August 4, 2006 (8-week session)*

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<b>June 12</b>	Classes Begin
<b>June 12-14</b>	Late Registration and Program Changes
<b>June 30</b>	Graduation Application Deadline
<b>July 4</b>	Independence Day Holiday
<b>July 21</b>	End of 6-Week Session
<b>August 4</b>	End of 8-Week Session

## 2005-2006 Catalog

A public community college of the  
 Monterey Peninsula Community College District  
 980 Fremont Street  
 Monterey, California 93940-4799  
[www.mpc.edu](http://www.mpc.edu)

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

### **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 Marshal
- Commission on Dental Assisting of the American Dental Association
- Commission on Peace 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

**INFORMATION**  
 (831) 646-4000

**ADMISSIONS**  
 (831) 646-4002

**REGISTRATION**  
 (831) 646-4002

**COUNSELING**  
 (831) 646-4020



# Monterey Peninsula Community College District

## **Governing Board**

**Jim Tunney**, Chair  
**Robert Infelise**  
**Charles H. Page**

**R. Lynn Davis**, Vice Chair  
**Loren Steck**  
**David Gesinger**, Student Trustee

## **Administration**

**Kirk Avery**  
**To be appointed**  
**Carsbia Anderson**  
**Joe Bissell**  
**To be appointed**  
**Michael Gilmartin**

**Bill Cochran**  
**Sharon Colton**  
**Barbara Lee**  
**Laurence Walker**  
**Susan Osorio**

**J. Richard Montori**

Superintendent/President  
Vice President for Academic Affairs  
Vice President for Student Services  
Vice President for Administrative Services  
Dean of Counseling, Admissions and Records  
Dean of Instruction, Occupational Education  
and Economic Development  
Dean of Instruction, Liberal Arts  
Associate Dean of Instructional Technology and Development  
Associate Dean of Human Resources  
Associate Dean of Student Services (EOPS/TRIO/CARE)  
Associate Dean of Student Services  
(Supportive Services & Instruction/DSPS)  
Public Information Officer

## **Directors and Coordinators**

Rosemary Barrios  
Vera Coleman  
Paul Emehiser  
Deb Schulte Hacker  
Jim Hall  
Johnny Johnson  
Kathryn Kress  
Claudia Martin  
Steve Morgan  
Lynn Noell  
Catherine Nyznyk  
Phyllis Peet  
Rosaleen Ryan  
Lyndon Schutzler  
Helen Stemler  
Mary Anne Teed  
To be appointed

Controller  
Registrar  
Director, Information Systems  
Director, Maurine Church Coburn School of Nursing  
Manager, M.A.T.E. Center  
Director, International Student Programs  
Coordinator, Older Adult Program  
Director, Student Financial Services  
Director, Facilities Planning and Management  
Manager, Systems and Programming  
Director, Child Care Center  
Director, Women's Studies  
Director, Institutional Research  
Director, Athletics  
Director, Development and Institutional Advancement  
Director, Library Services  
Director, English and Study Skills Center

## **Academic Division Chairpersons**

Business & Technology  
Creative Arts  
Humanities  
Life Sciences  
Physical Education  
Physical Sciences  
Social Sciences

Leandro Castillo  
John Anderson  
Diane Boynton  
Gary Fuller  
Lyndon Schutzler  
Homer Bosserman  
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.; \$5.00 outside U.S.), tax included.*

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*Monterey Peninsula College will make available, upon request, alternate formats (large print, Braille, audio tape, or E-text) of its written publications, such as the college catalog, announcements, meeting minutes, and job announcements. Requests for alternative media should be made to the Supportive Services and Instruction Department.*

*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 the catalog without prior notice.*



# General Information

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## 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. From 1973 to 1993, the college operated 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. The school is operated, in part, with funds from the Community Hospital Foundation. During August 1988, the engineering building was remodeled with funds from the Community Hospital Foundation to house the School of Nursing. In 1999 further remodification of this building was completed, and the second floor of the International Center was remodeled to meet office and classroom space needs.

In November 2002 local voters approved a \$145 million bond for facilities, infrastructure, and equipment at Monterey Peninsula College. Funds from the bond are being used to support the programmatic needs described in the college's Educational/Facilities Master Plan. Some initial bond projects were completed during 2003.

In 2003, construction of the new Library and Technology Center at the entrance to the campus was completed, and a new plant services building was erected near the Automotive Technology program site.

Monterey Peninsula College is part of California's public community college system of 109 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 and at off-campus locations during Fall and Spring semesters and during Early Spring and Summer sessions.

## Mission

It is the mission of Monterey Peninsula College to offer stimulating, high-quality courses, programs, and student services to our diverse community. Monterey Peninsula College, recognizing the worth and potential of every individual, is dedicated to providing equal access and adequate support to any interested member of the community.

Monterey Peninsula College offers the following programs and services:

- Basic skills courses that enable learners with varied educational needs to succeed at college-level work
- Student services, such as counseling, tutoring, study skills and personal development courses, which support student access, retention, and completion of goals
- Broad-based offerings that allow learners to explore potential interests and abilities and to develop habits of critical inquiry, analysis and evaluation
- Associate degree programs for students fulfilling the General Education Requirements and the requirements of a major
- Transfer programs, equivalent in content and rigor to lower division programs in four-year colleges and universities, for students wishing to pursue a Baccalaureate degree
- Occupational and technical programs with a global perspective that prepare learners for a rapidly changing workplace
- A variety of lifelong learning opportunities
- Cultural offerings - musical and theatrical performances, art exhibitions, readers and lecturers - for the benefit of the greater community

In order to best fulfill its mission, Monterey Peninsula College is committed to:

- A learner-centered environment that values diversity of students, staff, faculty, administration and course offerings
- Innovative curriculum development and instruction
- Learning resources and academic support services to ensure student success
- Institutional self-evaluation in order to effectively improve and update programs and services
- Shared governance, with the active participation of students, staff, faculty and administration
- A workplace environment that values the contributions of all employees
- Partnerships with community businesses, schools, colleges and universities

Monterey Peninsula College is committed to helping community members explore their potential, develop their skills and deepen their understanding for the benefit of both the individual and the larger society.

## ***Instructional Programs***

A primary objective of Monterey Peninsula College is to extend its services and resources to the community to help meet the community's 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 some courses at the local high schools.

Further, Monterey Peninsula College provides distance education through its Living Room Series courses and through its growing number of online courses. Included in the Living Room Series are numerous courses using videotapes and other materials and on-campus orientation sessions. Some online courses also require on-campus orientations. Finally, 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 Carsbia Anderson, the Vice President for Student Services, at (831) 646-4190.

## ***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 Associate Dean of Human Resources (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. For additional information regarding this policy, and the procedures for reporting incidents of sexual harassment, contact Barbara Lee, Associate Dean of Human Resources, at (831) 646-4014 or in the Administration Building.

## ***Smoking Policy***

The use of tobacco - to include smoking and/or chewing any form of tobacco - is only permitted in parking lots, per MPC Board Policy #2240. Smoking is not allowed in campus-owned vehicles.

## ***Notice of Nondiscrimination***

Monterey Peninsula College shall not discriminate on the basis of ethnic group, 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 Carsbia Anderson, 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 Student Center. Persons who seek information and/or resolution of sexual harassment are directed to contact Barbara Lee, Associate Dean of Human Resources, who serves as the Sexual Harassment Officer, at (831) 646-4014. This office is located in the Administration Building.

## ***Notificación de no-discriminación***

**Monterey Peninsula College** no discriminará basado 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 por 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 Carsbia Anderson, el Vice Presidente de Servicios Estudiantiles, en 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 Student Center.

Aquellos que busquen información y/o resolución de acoso sexual deben recurrir a Barbara Lee, 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 el edificio de la administración.

## ***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, Carsbia Anderson, at (831) 646-4190.

# **Admissions**

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## ***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 Dean of Counseling, Admissions and Records. Required forms for approval are available at local schools, in the Schedule of Classes, on the college website, 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 complete an 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 the MPC website, and at the Admissions and Records Office.

All applicants should review the STEP PROGRAM requirements to determine 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).

**Nonresident Student:** A student who has not met California educational resident requirements and must pay nonresident tuition.

**International Student:** A student from another country who has applied to Monterey Peninsula College and has been accepted on an F-1 (student) visa through the International Student 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 nonresident 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

Monterey Peninsula College currently welcomes 250 students from 54 countries. The International Students Office offers comprehensive support and services to assist all students (see International Student Programs). The following documentation is required by Federal law in order to be considered for admission:

1. a written application which may be downloaded from the MPC web site <http://www.mpc.edu/International Student Programs>;

2. official copies of all academic records showing subjects taken and grades/marks earned;
3. financial certification (form available at <http://www.mpc.edu/International Student Programs>) and a bank statement from the student or his/her spouse;
4. evidence of English language proficiency (usually satisfied by a TOEFL score, as described below), or willingness to attend intensive English as a Second Language (ESL) classes. At MPC, the minimum TOEFL score is 460 paper-based, or 140 computer-based (CBT).

**Conditional Admission:** 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 to MPC will be accepted conditionally to begin intensive English language study at the Monterey Institute of International Studies (MIIS) ESL program (<http://www.miis.edu/lang-ep-index.html>). 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.

**Budget:** MPC tuition and fees are \$3,900 per year; average room and board (\$8,600), books and supplies (approximately \$1,080), and health insurance (approximately \$720) bring the average annual budget to \$14,300. No financial aid is available. International students are required to purchase health insurance or to show evidence of paid-up and adequate health insurance coverage which includes evacuation and repatriation coverage before they can register for classes.

**More information:** 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.edu](mailto:international_office@mpc.edu)), fax (831) 645-1390, or telephone (831) 645-1357. We welcome inquiries and respond in a timely manner.

## Programs with Special Admission Requirements

Acceptance to Monterey Peninsula College or completion of program prerequisites does not guarantee acceptance into certain programs. The following programs have separate application and screening procedures which must be completed independently from regular admission. Please contact the specific department or the MPC Counseling Office for more information.

Dental Assisting: (831) 646-4137  
Nursing: (831) 646-4258  
Police Academy: (831) 646-4287  
College Readiness: (831) 646-4246

## ***Transfer Students - Transcripts***

Students who have attended another college prior to Monterey Peninsula College and 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 college 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**

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### ***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 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; 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, the MPC website, 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 four methods of registering: mail, in-person, telephone, and web. All students must pay all past debts 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 class schedule 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. See the Schedule of Classes or check the website for exact dates.

**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 (831) 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 may 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 significant length of time has lapsed since the completion of the course. This written permission is 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 within 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 activity course, for the summer session. Students capable of carrying overloads may be authorized by a counselor to add overload units. This overload can be processed through the Admissions and Records Office or by ATR during advertised registration periods.

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 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 educational 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 students' progress and provide the necessary assistance toward meeting their educational goals.

### **Student Responsibilities Include:**

1. Submitting official transcripts from all 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 admission.
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 five important steps (STEP PROGRAM) to take before beginning course work at Monterey Peninsula College:

- Application
- Assessment
- Orientation
- Counseling/Advisement
- Registration

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, 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 Department.

## ***Exemptions***

### **Assessment:**

- a. Received English credit through completion of the CLEP (50 percentile) or Advanced Placement (score of 3 or higher) tests.
- b. Received math credit through completion of the CLEP (35 percentile) or Advanced Placement - AB or BC (score of 3 or higher) 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.

### **Orientation (Registration Planning Session):**

- 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 receiving matriculation services at that college/university.
- e. Taking courses for personal interest.
- f. Taking courses for advancement in current job/career (job skills update).
- g. Taking courses to maintain certificate or license.

### **Counseling/Advisement (Education Plan):**

- 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 (job skills update).
- f. Taking courses to maintain certificate or license.

## ***STEP Program***

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

**STEP TWO - Assessment:** 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. Dates and times can also be viewed at [www.mpc.edu](http://www.mpc.edu). 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 Specialist at (831) 646-4027.

Disabled students needing special accommodations for the English or math assessment should contact Supportive Services and Instruction to make arrangements. Telephone (831) 646-4070. TDD users should telephone (831) 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 and on the MPC website ([www.mpc.edu](http://www.mpc.edu)) under New Students.

**STEP THREE - Orientation:** Attend one of the orientation sessions to receive information about educational programs, policies, and procedures of the College or complete orientation through our website (<http://www.mpcfaculty.net/counseling/orientation>).

New transfer students who completed orientation at another college should file the Orientation Verification Form with the Counseling Department. This form is available from the Counseling Department or on our website at <http://www.mpc.edu/orientation> or New Transfer Student Homepage. If orientation was not completed at another college, contact the Counseling Department (831-646-4020) to make an appointment with the Matriculation Assistant Coordinator for an orientation session or to receive a copy of the Orientation Handbook and Quiz or complete orientation through our website (<http://www.mpcfaculty.net/counseling/orientation>).

**STEP FOUR - Counseling/Advisement (Education Plan):** New students who have completed the English and math assessment and orientation can schedule an appointment with a counselor to complete the Individual Education Plan. A student can also complete the On-Line Advisement at [www.mpcfaculty.net/counseling/advisement](http://www.mpcfaculty.net/counseling/advisement).

All students receiving veteran's benefits or financial aid must meet with a counselor to complete an Individual Education Plan.

**STEP FIVE - Registration:** Upon the student's completion of assessment, orientation, and counseling/advisement, the Counseling Department will issue the Authorization to Register form. Submit the Authorization to Register Form to the Admissions and Records Office for clearance for registration.

## ***Matriculation Complaints***

If it is thought that assessment, orientation, 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 at (831) 645-1372.

## **Fees**

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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 \$26.00 per unit. 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 2005-2006 academic year is \$151 per unit.

**Student Center Use Fee:** The Student 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 Student Center.

**Health Fee:** The Health Fee of \$13 per semester or \$8 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 BOG fee waiver recipients and those who use prayer for healing (which must be verified in writing by the College Nurse).

**Parking Permits:** A parking permit is available for each vehicle at the rate of \$40 per semester (\$20 per semester for students who qualify for BOG fee waivers) for students enrolled in more than 6.0 units and \$20.00 for students enrolled in 6.0 or fewer units. Permits are \$20 for summer (\$10 for students on BOG fee waivers). Vehicles without parking permits must display a daily parking ticket which costs \$1.00 per day. A discounted fall/spring annual permit is available for \$70, and \$35 for 6.0 or fewer units.

**Student Body Fee:** Students purchase a Student Body Card at the time of registration. 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 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 \$75. 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 enrolling 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 Student Center Use Fee, Health Fee, Enrollment Fee, and/or Student Body Fee, 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 refunded 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 permit fees are non-refundable.** MPC parking permits may be purchased by ATR and at the Admissions and Records Office in the Student Services Building. Any exception to the refund policy because of extenuating circumstances may be made by completing a Student Petition Form for Refund at the Information Center in the Student Center.

## ***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 are 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 that is 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 by the Academic Council, upon 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***

See College Bookstore on page 19 for refund policy.

# 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.

## **Types of Financial Aid**

### **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 the application over the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students will receive an acknowledgement form from the Federal Student Aid Programs. Complete and submit 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, 2005. All other applicable forms must have been returned to the Student Financial Services Office by March 25, 2005, 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 2005-2006 academic year is June 30, 2006.

For additional information on financial aid and workshops, contact Student Financial Services at (831) 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% 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, or they can be downloaded from the MPC website (<http://www.mpc.edu>). Assistance with electronic FAFSA is by appointment or at a workshop scheduled every odd-numbered Friday afternoon. Financial aid applications and information are available in Spanish. Please call (831) 646-4030 for information.

Hay solicitudes en español de ayuda económica disponibles. Favor de llamar al número 646-4030 para más información.

# 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 incompetence, 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; 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	Grade Point (per unit)
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 course-work 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.

### In Progress (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.

### Report Delayed (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.

### Military Withdrawal (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 "W" grades 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 a "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 interest without undue concern for their grade point average. 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 Department 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 Department for course equivalency information.

### **Transfer Credit**

Students who attended another college prior to Monterey Peninsula College and plan to earn 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.

### **International Baccalaureate**

Monterey Peninsula College considers for transfer credit high level International Baccalaureate examinations where a grade of 5, 6, or 7 has been earned. The official International Baccalaureate transcript must be submitted to the Admissions and Records Office for review once the student has enrolled at the college. The number of credits awarded reflects the units of the equivalent course at the college. The examinations may also be used to meet prerequisites for other courses.

# Academic Standards

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## **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 syllabus. 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 - Attendance and Progress**

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 4.0; High Honors to the student whose grade point average is 3.50-3.99; and Honors to the student whose grade point average is 3.0-3.49.

Monterey Peninsula College sponsors Chi Chapter of Alpha Gamma Sigma, the California Community College Honor Scholarship Society, and Phi Theta Kappa, the International Honor 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 2.0 in all accumulated units with evaluative grades or was readmitted after academic dismissal.

### **Removal from Academic Probation**

A student shall be removed from academic probation whenever he/she has achieved a cumulative grade point average of 2.0 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.

### **Academic Dismissal**

A student on academic probation shall be dismissed after the student's cumulative grade point average is below 2.0 for two consecutive semesters.

### **Academic Readmission**

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 2.0 ("C") cumulative grade point average during the semester returned in order to continue enrollment.

### **Progress Probation**

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% of all units attempted at the College.

### **Removal from Progress Probation**

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

### **Progress Dismissal**

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% or more of all units attempted.

### **Progress Readmission**

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.

### **Academic Renewal**

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 2.0 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) Elimination 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 11 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 released.

## **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 Department.

# Scholarships

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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 according 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:

**American Association of University Women, Monterey Peninsula Branch**  
**American Legion Auxiliary, Unit #41**  
**A.T. & T. National Pro-Am Youth Fund - Dan Searle**  
**Auxiliary of Community Hospital of the Monterey Peninsula**  
**Joseph D. Blacow Memorial Scholarship**  
**Leticia Boundey Re-Entry Scholarship**  
**Genevieve A. Bradley Memorial**  
**California Association of Nurserymen Endowment Research**  
**CANFIT: Nutrition and Physical Education**  
**Central Coast Art Association**  
**Alison Faul Memorial Scholarship**  
**First National Bank of Central California**  
**Gentrain Program Scholarship**  
**Gentrain Society**  
**Lewis Jackson Memorial Music**  
**Junior League of Monterey County**  
**Bessie Knight - Ecology/Biological Science**  
**Bessie Knight - Horticulture**  
**Jack Leach Social Science**  
**Bob Lemmon**  
**Lobo Baseball Scholarship**  
**Otis Marshall Memorial Scholarship**  
**Bill Mathewson Memorial**  
**Miracal Sports Scholarship**  
**Monterey County Retired Teachers Association**  
**Monterey Peninsula Board of Realtors**  
**Monterey Peninsula Country Club**  
**Monterey Rotary**  
**Department of the Navy**  
**National Society of Public Accountants**  
**Nellie Irons Orr Estate**  
**Danny Nugent Memorial Photography Scholarship, MPC**  
**Pacific Grove Museum of Natural History**  
**Sylvia Panetta**  
**Proctor & Gamble and Hispanic Dental Association**  
**Floyd S. Richards**  
**The Cedric Rowntree Memorial**  
**Frank G. Samora Memorial Scholarship**  
**Dan Searle Memorial Scholarship**  
**William Shanner Memorial**  
**Soroptomist International of the Monterey Peninsula**  
**Tor Spindler Memorial Award for Athletics**  
**Tor Spindler Memorial Award in Police Training**  
**SVMH Service League Non-Nursing Health Career Scholarship**  
**Dr. Winona Trason Memorial Health Science**  
**Tri-Unit Nurses**  
**Vietnam Veterans of Monterey County (In Honor of Alfredo Saldivar)**  
**Mary Lou Welch Drama**  
**World Affairs Council**  
**William Wright Memorial Scholarship**

# Student Services

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## **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, in collaboration with Monterey County Department of Social Services, 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 child-care, book vouchers, work study, advocacy and educational workshops. For information about CalWORKS services, please call (831) 645-1399.

## **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/Transfer Resource Center**

The Career/Transfer Resource Center is located in the Student Services building. 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/Transfer Resource 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, with funding from the California Department of Education, Child Development Division. 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 p.m., Monday through Thursday, and from 7:45 a.m. to 1 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 Student Center of

MPC. In addition to all course required and optional textbooks, the MPC Bookstore also carries general and reference books, school supplies, emblematic clothing, and gifts. Bookstore hours are 8 a.m. to 7 p.m., Monday through Thursday, and 8 a.m. to 3 p.m. on Friday during the fall and spring semesters. The Bookstore telephone number is (831) 657-4680. MPC Bookstore can also be found online at [www.efollett.com](http://www.efollett.com)

### **Check Cashing Policy**

Checks require an imprinted name and address, photo ID, and phone number. Only first party checks for the amount of purchase will be accepted. The Bookstore also accepts traveler's checks, Visa, MasterCard, and American Express.

### **Textbook Refund Policy**

Refunds are given on textbooks during the semester or cycle in which they are purchased; a valid receipt is required for all refunds. Textbooks in resalable condition may be refunded within seven calendar days from the first day of classes for the semester in which they are purchased or within two days of purchase thereafter. In addition, a refund will be given within 30 days from the start of classes or until the end of the official add/drop period (whichever comes first) only upon proof of the class being dropped. Books purchased after the initial week of classes may only be returned for refund within 48 hours of purchase. Books originally purchased as new must be unwritten in and not worn. In addition, all packages must be complete, and any book marked "Non-Returnable If Opened" must still be in the original shrink wrap. Books purchased during the last week of classes and during the week of finals are non-returnable, though they may be sold back to the Bookstore under the normal buyback policy.

### **Book Buy-Back**

MPC Bookstore will buy back assigned textbooks from students for up to 50% of the purchase price, or current national wholesale value for non-adopted textbooks. A photo I.D. and class registration is required. Buyback is open year-round.

### **General Merchandise Refund Policy**

Merchandise may be returned, with a receipt, for exchange or refund within thirty (30) days from the date of purchase. All original packaging must be included. Software, video, and CDs may only be returned if unopened. If defective, they may only be exchanged for the 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 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.

## **Extended Opportunity Programs and Services (EOPS)**

Extended Opportunity Programs and Services (EOPS) is a state-funded community college program designed to assist low income and educationally under-represented students. 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 are generally referred by 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 and a full grill are features of the cafeteria, where breakfast and lunch are served. The cafeteria is located in the Student Center and is open from 7:30 a.m. to 2:30 p.m., Monday through Thursday, and 7:30 a.m. to 1:30 p.m., Friday. Also located in the Student Center is the "Coffee Depot," open from 7:30 a.m. to 7 p.m., Monday through Thursday and from 7:30 a.m. to 1 p.m. on Friday.

## **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 apart-

ment sharing, rooms for rent, and rooms in exchange for work are posted on a bulletin board outside the Student Activities Office in the Student Center.

Students who need a place to rent may contact the Student Activities Office. Telephone (831) 646-4192 for information or visit the office in the Student Center.

## **Information Center**

The Information Center, located in the Student Center, is open from 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 4:30 p.m. on Fridays. Student paychecks (District and Work Study) are available with proper student identification. Information about classes, registration, and college activities is available. Notary services are available by appointment. Telephone (831) 646-4000.

## **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, orientation, academic advising, evaluation of foreign credentials for possible transfer credit, immigration advising, liaison with academic departments, and liaison with the Monterey Peninsula community. Also responsible for study abroad and exchange programs, the International Office conducts international seminars, by contractual arrangement, for delegations from abroad.

The application process is different for international students (please see "Admission of International Students" in this catalog). Interested applicants, who have Adobe Acrobat installed on their PCs, can download international student application forms directly from <http://www.mpc.edu/InternationalStudentPrograms>. If Adobe Acrobat is not installed on the computer you are using, please go to <http://mpc.edu> and click on "New Students," where you will find a link to "International Students" and the required application forms. Please do not use the form titled "MPC Admission Application." This form is for U.S. citizens and permanent residents of the United States.

International students must complete the International Student Application for Admission, available as described above and provide all documentation listed under "Admission for International Students" before an admissions decision can be made. If you cannot download the application, please send your name and address to [international\\_office@mpc.edu](mailto:international_office@mpc.edu) or to the International Office, using the mailing address on the back cover of this catalog, and we will be glad to mail the appropriate application materials to you.

## **Learning Assistance Centers**

### **Academic Support Center/Tutoring**

The Academic Support Center, located on the first floor of the new Library and Technology Center, Room 124, offers course content tutorial support to any student in general education courses at all levels, excluding English, 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. Tutoring is available at no charge and 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 Thursday, and between 8 a.m. and 2 p.m., 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, and Supportive Services and Instruction. Students should contact individual departments for additional information.

### **English and Study Skills Center**

The English and Study Skills Center, located in the Library and Technology Center, provides students with a wide range of programs in reading, writing, study skills, and related areas. Credit is available for courses completed.

The English and Study Skills Center provides writing assistance for MPC courses, handouts with grammar, punctuation, and documentation rules, reference books, instructional computer programs, writing workshops, and individualized programs in 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 students enrolled in an ESSC course. Students may take English 50, Writing with the Computer, in the English and Study Skills Center to learn the basics of writing with Microsoft Word for Windows.

The English and Study Skills Center is open between 8 a.m. and 9 p.m., Monday through Thursday; 8 a.m. to 2 p.m. on Friday; and from 1 p.m. to 5 p.m. on Saturday and Sunday. The hours of operation may vary during the Early Spring and Summer sessions.

### **English as a Second Language Center**

In the ESL Center, located in the Library and Technology Center, 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 Students with Disabilities**

The High Tech Center, 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. Adaptive computer technology may include adaptations such as modified keyboard systems, screenreaders and low vision software, voice recognition systems, and other multimedia applications.

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, thinking and reasoning skills, and auditory integration training. 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**

Tutoring is available in the Mathematics Study Center for all students who are concurrently enrolled in mathematics class. Instructors and tutors work with students on an individual basis, helping them learn the material in their math class. The Center is located in the Physical Sciences Building (PS 205). Check with the Physical Sciences Division Office for hours of operation.

### **Library and Technology Center**

The new Library and Technology Center officially opened for the Fall 2003 semester. Sited at the front of the campus overlooking Monterey Bay, the 74,000 square foot building houses the Library on two floors and the English as a Second Language lab, English and Study Skills Center, Lindamood, and the Academic Support Center on the first floor. Additional public spaces include an open learning classroom/boardroom, a copy center, and a library lounge with study space and refreshments.

Resources for student learning in the library include:

- Two hundred workstations with Internet and database connections
- Book collection of over 55,000 volumes
- Wireless commons
- Multimedia (CD-Rom, DVD, audio, video, etc.) resources and equipment
- Fifteen small and large group study rooms
- Class reserve materials
- Instruction and reference service
- Reference collection
- Student graphic design work area
- Accessibility workstations and software
- Seating and study options
- Special collections
- College archives

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.

Students and members of the community college district, with current identification, may obtain a library card to use all traditional and computerized library materials. The library will be open through the academic year. For current hours please telephone the Library at (831) 646-4095 or the Reference Desk at (831) 646-4262.

## **Lost and Found**

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

## **Re-Entry & Multicultural Resource Center**

The Re-entry & Multicultural Resource Center, located in the Social Science Building (SS-204), serves women and men through Women's Programs, the Re-entry Program, the Single Parent/Displaced Homemaker and Gender Equity Programs, the Women's Studies Department and the Women's Intercultural Alliance Women's Studies Club. The Center offers information, orientation, counseling and advisement, workshops, networking opportunities, retention services, a low-income student textbook loan program, a career clothing closet, an emergency food pantry, a personal necessities cupboard, Women Supporting Women, and other services designed to assist students to achieve their educational goals.

Multicultural information resources include activities of the Women's Intercultural Alliance, workshops, a clipping collection, books, videos, and community resource information. Students may also join a Re-entry Support Group, attend Re-entry First Fridays, or apply to the Women Mentoring Women Program.

The Multicultural Resource Center and Women's Studies classes provide information and courses related to women that are inclusive of issues of race, ethnicity, class, and sexual orientation, as well as gender. Women's Studies classes fulfill general education requirements and transfer to the university systems. Students may also earn an Associate of Arts degree in Women's Studies.

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 in March to celebrate Women's History Month. Telephone (831) 646-4276 or visit Women's Programs at [www.mpc.edu](http://www.mpc.edu) for information.

## **Student Health and Psychological Services**

Health Services at Monterey Peninsula College is supported by the Health Fee paid by many students on the main campus. A Public Health Nurse and a Health Services Specialist provide assistance to students for injuries and illness care. Office hours are Monday and Tuesday, 8 a.m. to 6:30 p.m.; Wednesday and Thursday, 8 a.m. to 4 p.m.; and Friday, 8 a.m. to 2 p.m.

Health Services is free of charge to all students. It is important for students to contact Health Services if:

1. a student is injured on campus. First aid, injury/illness assessment, medical referrals and incident reporting are handled by Health Services. We do not provide excuses for absence from classes except in emergencies.
2. a 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 when needed.

General services include: first aid; assessment for illness and injury; emergency response; confidential consultation and counseling regarding health or personal concerns; referral to local agencies or physicians; and screening tests for vision, hearing, tuberculosis, and 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 offers free personal counseling for emotional and relationship problems. Weekly appointments with licensed interns provide one-to-one assistance. An application form is required for this confidential service. Telephone (831) 646-4017/4018.

## **Supportive Services and Instruction**

Monterey Peninsula College provides equal opportunities and access to students with disabilities. The Supportive Services and Instruction department offers services and instruction to students with physical, communication, psychological, developmental, or learning disabilities and students with acquired brain injuries.

To meet the special educational needs of students, the faculty and staff provide a variety of supportive services which include:

- Academic/vocational assessment
- Access to adaptive equipment
- Classroom testing accommodations
- In-class note takers
- Interpreters
- Liaison with campus and/or community agencies
- On-campus tram services
- Readers and scribes
- Registration assistance
- Specialized counseling



Several special classes are offered each semester. Faculty have a wide variety of expertise in disability-related fields and offer a diverse curriculum that allows students with disabilities the opportunity to fully access the regular college program. Examples of the classes offered through this department include:

- Adaptive Computer Applications
- Adapted Physical Education
- Learning Disability Assessment Classes
- Prescriptive Learning Labs
- Thinking and Reasoning Skills
- Vocational Education
- Writing, Reading, and Math Skills Development

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 disability or arrange for testing through the Supportive Services and Instruction department, complete a Student's Educational Contract, and make measurable progress toward their educational goals. Supportive Services and Instruction does not provide personal attendant care. Students must be able to negotiate the campus facilities independently.

For more information and campus assistance, contact Supportive Services and Instruction at (831) 646-4070 (voice) or (831) 646-4068 (TDD). The Supportive Services and Instruction department is open from 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 2 p.m. on Friday. Evening services may be arranged with adequate advanced notice.

## ***Transfer Services***

The Career/Transfer Resource 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 Services information, call (831) 645-1336.

## ***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 com-

plete 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 Single Parent/Displaced Homemaker and Gender Equity Programs, the Women's Studies Department and the Women's Intercultural Alliance Women's Studies Club.

Women's Programs offers information, orientation, workshops, counseling and advisement, networking opportunities, retention services, a low-income textbook loan program, a career clothing closet, an emergency food pantry, a personal necessities cupboard, Women Supporting Women, and other services designed to assist students to achieve their educational goals. Students may also join a Re-entry Support Group, attend Re-entry First Fridays, or apply to the 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, class, and sexual orientation, as well as gender. Women's Studies classes fulfill general education requirements and transfer to the university systems. Students may also earn an Associate of Arts degree in Women's Studies.

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 in March to celebrate Women's History Month. Telephone (831) 646-4276 or visit Women's Programs at [www.mpc.edu](http://www.mpc.edu) 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.

The purpose of the ASMPC is "to provide student activities; support student organizations; effectively represent the interests of the student body; increase cooperation between students, faculty, the administration and the community; 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."

The ASMPC Council is the elected student government at MPC. It is composed of eighteen students elected by the student body every spring. It consists of eight Senators, President, Vice President of Finance, Vice President of Representation, Vice President of Student Organizations, Vice President of Student Activities, California Student Association of Community Colleges Representative, Student Trustee, Chief Justice, and two Associate Justices. There are also many non-elected positions such as committee representatives. The ASMPC Council oversees the work of the Student Representation Council, the InterClub Council, the Activities Council and the Student Center Committee. The ASMPC office is located in the Student Center. Stop by or call 831-646-4013 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**

The ASMPC Student Body 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 (646-4192) 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 voting member of ASMPC (Associated Students of Monterey Peninsula College).

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

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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. 1092 A**

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 to learning.

The campus is under the concurrent jurisdiction of the Monterey Police Department and Campus Security. On-campus Security personnel are available during most hours that classes are held. 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 (831-646-4099) located in the Student Center.

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

### **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 Facilities (646-4049) 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 checks 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 Facilities (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.

## **Campus Security Department - 20 U.S.C. 1092 C**

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 Campus 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. The Monterey Police Department investigates all felonies, including those covered by the California Vehicle Code. All felony crimes that take place on campus are immediately reported to the Monterey Police Department.

## **Crime Prevention - 20 U.S.C. 1092 D/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. 1092 G**

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. 1092 L**

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 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 Cleary 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 the following website: <http://www.opc.ed.gov/security>

<b>CRIMINAL OFFENSES</b>	<b>2002 Totals</b>	<b>2003 Totals</b>	<b>2004 Totals</b>
Murder/Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	1	1	0
Burglary - Premise	0	1	3
Burglary - Vehicle	3	13	5
Motor Vehicle Theft	2	2	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny/Theft	34	15	9
Hate Crimes	0	0	0
<b>CAMPUS ARRESTS</b>			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Violations	0	0	0
<b>TOTAL CAMPUS ARRESTS</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Viewing Megan's Law

Information concerning registered sex offenders is available at all three Monterey County Offices of the Sheriff. The addresses are:

1. 1414 Natividad Road, Salinas, California 93906
2. 1200 Aguajito Road, Monterey, California 93940
3. 250 Franciscan Way, King City, California 93930

Sex offender information is available for viewing by computer at the public counter of each office. The computer is available to the public between 8:00 a.m. and 5:00 p.m. Monday, Wednesday, and Friday, excluding holiday. Information provided by the State of California in compliance with Megan's Law is obtainable through the Internet at <http://www.co.monterey.ca.us/sheriff/meganslaw.htm>

A request for written material may be obtained by writing to:  
 Monterey Peninsula College  
 Campus Safety/Security Department  
 980 Fremont Street  
 Monterey, California 93940-4799

# 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. Animals left in cars will be turned over to Monterey Animal Control.

## 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.

## 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 (831) 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 hanging permit or temporary dashboard parking permit. The hanging permit will be legally honored only if it is readable, placed in the proper position on the mirror, and displayed in accordance with parking regulations. Student permits may be purchased at the Information Center located in the Student 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 Security Office at (831) 646-4099. Parking 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, unless otherwise posted.

#### **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. Security must be notified in advance.

#### **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 from the Public Information Office, (831) 646-4057.

# Student Rights & 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 transcripts 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 for 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 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., Stan-

dards 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 for Student Services of such action.
- c. Shall refer matters of student misconduct to the Vice President for 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.

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 for 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 for 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 the Registrar at the Admissions and Records Office; 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. Discrimination 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 Human Resources Office at (831) 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 Associate Dean of Human Resources at (831) 646-4014. Students who wish to file a grievance under Section 504 of the 1973 Rehabilitation Act should contact the Associate Dean of Student Services at (831) 646-4070. Students who wish to file a grievance based upon discrimination related to HIV Positive status/AIDS should contact Student Health and Psychological 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 incompetence. (According to the Education Code, an instructor's grade is final in the absence of mistake, fraud, bad faith, or incompetence.);
- 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, administrator 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 for 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 for 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 2000 to Spring 2003 and annually thereafter.

- Based on the cohort of first-time, full-time freshmen with a declared program of study, 37.1% attained a certificate or degree or became "transfer prepared" during a three-year period, from Fall 2000 to Spring 2003. 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, 28.7% 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 2001 to Spring 2003.

# Instructional Programs

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## **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:

<b>Graduation Month</b>	<b>Deadline to Receive Materials</b>
DECEMBER	NOVEMBER 1
JUNE	MARCH 1
AUGUST	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 the 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 Petition for an Associate Degree form by November 1. Students wishing to graduate at the conclusion of the spring semester must submit the Petition for an Associate Degree form by March 1. Students wishing to graduate at the conclusion of the summer session must submit the Petition for an Associate Degree form by July 1. Forms are available in the Admissions and Records Office. All transcripts, military records, advanced placement scores, International Baccalaureate 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.

## **General Education Learning Outcomes for Monterey Peninsula College**

Upon successful completion of the unit requirements for an area, a student will have demonstrated most or all of the knowledge and skills described by the area's learning outcomes.

### **AREA A1: English Composition**

Composition courses enhance students' abilities to read and listen critically, and to communicate knowledge, information, ideas, and feelings. The skills learned in these studies also enhance students' abilities to evaluate, solve problems, and make reasoned decisions.

Learning outcomes for this area include students' ability to:

1. read complex college-level texts and listen to college-level lectures without guidance, and summarize the information presented;
2. analyze ideas presented in college-level reading material, and present that analysis intelligently in writing;
3. write clearly, imaginatively, and forcefully, selecting forms, methods, and modes that will best achieve a writing assignment's purpose;
4. use proper research methods, keep proper research records, and incorporate researched material appropriately into their own ideas and writing;
5. form provable theses based on reading and research, and validate those theses, distinguishing between fact and opinion;
6. recognize and use logical arguments, persuasive strategies, and conventions that are appropriate to the writer's audience.

### **AREA A2: Communication and Analytical Thinking**

These courses improve effective communication and analytical thinking which enables the bridging of disciplines. Through the use of effective resources, students are able to interpret and analyze problems, evaluate answers, make judgments, and enhance their general knowledge.

Learning outcomes for this area include students' ability to:

1. make effective use of tools in order to obtain, organize and/or critically evaluate information;
2. synthesize, critique, argue and give alternatives to various problems;
3. solve and/or avoid problems by experimenting and generating solutions;
4. communicate results orally, in writing, and through use of various technological methods;
5. interconnect the knowledge of many different disciplines.

### **AREA B: Natural Sciences**

Natural Sciences increase students' awareness of the world of natural phenomena and the ability humans have to understand how the world functions by using scientific methods to investigate and judge phenomena and humankind's various roles in nature.

Learning outcomes for this area include students' ability to:

1. explain concepts and theories related to physical, chemical, and biological natural phenomena;
2. demonstrate an understanding of the scientific process and its use and limitations in the solution of problems;
3. draw a connection between natural sciences and their own lives;
4. make critical judgments about the validity of scientific evidence and the applicability of scientific theories;
5. demonstrate an understanding of the role of culture in the advancement of science and the impact of scientific advancement and natural phenomena on diverse cultures;

6. demonstrate knowledge of the use of technology in scientific investigation and human endeavors, and the advantages and disadvantages of that technology;
7. articulate solutions that they believe could improve the condition of humanity and the global environment;
8. demonstrate an understanding that our current level of knowledge regarding the natural sciences is limited, and there is a need to learn and discover more, and to find innovative solutions to problems in our natural environment;
9. demonstrate an understanding of change and evolution as central underlying themes in the study of the Natural Sciences;
10. demonstrate an understanding of the structure and function of the human body.

### **AREA C: Humanities**

The Humanities encompass thought and language and reflect, interpret, and communicate concepts, values, beliefs, and traditions held individually, socially, and culturally. Study of the humanities develops an awareness, appreciation, and understanding of the human condition and of how that condition relates to personal and societal needs, values, and achievements. The performing and visual arts are unique in that the mode of communication is primarily presentational rather than discursive, and the deepest meanings in the arts are non-verbal.

Learning outcomes for this area include students' ability to:

1. effectively communicate and express themselves and make themselves understood through visual, auditory, tactile, and symbolic means;
2. demonstrate knowledge of the variety of forms of expression (verbal and non-verbal) and of how those are used to communicate social, cultural, and personal ideas, feelings, and concepts;
3. demonstrate knowledge of how history, language, and the visual and performing arts are interconnected, as well as an understanding of the value and role of each communication;
4. demonstrate knowledge of how and why the visual and performing arts are unique and how inherent meaning in the arts transcend written and verbal communication.

### **AREA D: Social Sciences**

Social Sciences courses provide theory and instruction on the role of institutions, groups and individuals in society. These courses focus on the interaction of social, historic, economic, political, geographic, linguistic, religious and/or cultural factors, with emphasis on the ways humans understand the complex nature of their existence. Courses emphasize the understanding of human and societal development within the context of issues which could divide people and cultures (e.g., racism, colonialism, geopolitical issues and economic inequities) and the complex relationships between culture, individual development and historical context. Courses include discussion of skills and practices used by the social sciences: data collection, hypothesis development and testing, and critical evaluation of evidence.

Learning outcomes for this area include students' ability to:

1. identify and analyze key concepts and theories about human and/or societal development;
2. critique generalizations and popular opinion about human behavior and society, distinguishing opinion and

- values from scientific observations and study;
- demonstrate an understanding of the use of research and scientific methodologies in the study of human behavior and societal change;
  - better understand themselves, others, and society;
  - understand and think critically about different cultures and their influence on human development or society, including how issues related to race, class, and gender interact with culture to impact females and males;
  - examine the biological, psychological, and sociological factors that influence the personalities and behaviors of females and males from a multicultural perspective;
  - understand how history influences cultural development and is influenced by culture.

#### **AREA E: Lifelong Learning and Self-Development**

Courses in this area promote lifelong learning and self-development and reflect the depth of human interest and possibilities. The knowledge gained from these courses assists students to function as independent and effective learners in a continual process of personal growth.

Learning outcomes for this area include students' ability to:

##### **AREA E1: Wellness**

- develop an awareness of how physical, social, emotional, or intellectual factors influence their personal development.

##### **AREA E2: Introduction to Careers**

- explore a discipline and to function as independent and effective learners;
- accurately assess knowledge, skills, and abilities in relationship to their educational and career goals.

#### **AREA F: Intercultural Studies**

Courses in Intercultural Studies increase students' understanding of and appreciation for cultures and groups of people within the United States, including people within one's own group and those who are in a different cultural group. History, customs, methods of communication, artistic representations and traditions are explored in these courses that address theoretical and analytical issues relevant to understanding race, culture, gender and ethnicity in American history and society. Each course is an integrated and comparative study of at least three of the following: African Americans, American Indians, Asian Americans, Chicano/Latino Americans, and European Americans.

Learning outcomes for this area include students' ability to:

- connect knowledge of self and society to larger cultural contexts;
- articulate the differences and similarities between and within cultures;
- identify cultural themes of immigrant and native groups within the United States of America;
- identify the contributions to American culture of each group studied.

### **Certificate of Achievement Requirements**

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

- Completion with at least a grade of "C" or better in each course of one of the majors listed on pages 36-37 of this catalog. Some programs may require higher performance levels.
- 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 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 of a verified equivalent course successfully completed at another college, or by test scores deemed appropriate by MPC assessment personnel.

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

<b>Examination</b>	<b>Score</b>
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 Requirements.

##### **c. Mathematics**

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

- 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.
- Credit by examination will be accepted for Math 261.
- Achievement of any of the following minimum scores:

<b>Examination</b>	<b>Score</b>
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:

- Completion, with at least a "C" average, of all courses in one of the majors listed on pages 36-37 of this catalog.
- Completion of the General Studies major which fulfills both the major and the General Education requirements (see page 56).
- Completion of a University Studies major (page 67).
- Completion of the University Studies with Emphasis major (beginning on page 67).

The University Studies major is based on the completion of either the IGETC or the CSU General Education requirement. 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 68 to 72.

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

## 3. General Education

- For majors listed on pages 36-37, completion of the 21-unit MPC General Education pattern on page 73.
- 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 2.0 ("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>
Administration of Justice		
Law Enforcement	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 Software Applications	X	X
Computer Networking	X	X
Dental Assisting	X	X
Fashion		
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
Graphic Arts*	X	X
Hospitality		
Hospitality Operations	X	X
Restaurant Management	—	X
Human Services	X	X
Interior Design	X	X
Marine Science and Technology	X	X
Massage Therapy	X	X
(Clinical and Sports Emphases)		
Medical Assisting		
Medical Assisting	X	X
Medical Office Administration	X	X
Medical Office Procedures	X	X
Nursing	—	X
Ornamental Horticulture	X	X
Parks and Recreation	X	X
Photography*	X	X
Physical Education Aide	—	X
Real Estate	X	X

For Fast Track programs in some of these occupational areas, please see pages 38 to 66.

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

## ACADEMIC AREAS/NON-OCCUPATIONAL

<b>MAJOR</b>	<b>CERTIFICATE</b>	<b>AA/AS</b>
Art History	X	X
Art - Studio		
General	X	X
Ceramics	X	X
Cinema/Video	X	X
Drawing	X	X
Jewelry and Metal Arts	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 55 Writing for Criminal Justice	3
ADMJ 57 Introduction to Corrections	3
ADMJ 270 Juv. Corr. Counselor 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)	
<b>TOTAL UNITS</b>	<b>17.5</b>

## 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.

### Two Options:

#### Option 1: General

<u>Certificate Requirements</u>	<u>UNITS</u>
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>	2-3
ADMJ 57 Introduction to Corrections (3)	
ADMJ 70 Juvenile Law and Procedure (3)	
ADMJ 180 Citizen's Academy (2)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>23-24</b>

#### Option 2:

#### Extended Basic Academy

ADMJ 145A	P.O.S.T. Basic Academy I	6
ADMJ 145B	P.O.S.T. Basic Academy II	6
ADMJ 145C	P.O.S.T. Basic Academy III	6
ADMJ 151	Criminal Justice/Academy Internship	5

**TOTAL CERTIFICATE UNITS** **23**

#### OR

#### Intensive Basic Academy

ADMJ 144A	P.O.S.T. Intensive Basic Academy I	9
ADMJ 144B	P.O.S.T. Intensive Basic Academy II	9

**TOTAL CERTIFICATE UNITS** **18**

#### Associate Degree Requirements

Certificate (determined by option)	18-24
General Education Requirements	21
Electives	15-21

**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 Africa, Oceania, & Pre-Columbian Americas (3)	
ART 8	Survey of Asian Art (3)	
ART 9	History of Architecture (3)	

*Select six units from the following:* 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 - GRAPHIC ARTS

(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.

<b>Certificate Requirements</b>	<b>UNITS</b>	
*ART 22	Visual Fundamentals: Two-Dimensional Design	3
ART 24	Color Fundamentals	3
ART 28A	Drawing and Composition I	3
ART 40	Graphic Design for the Web	4
ART 41	Graphic Design: Images and Type	4
ART 43	Page Layout and Typography	4
ART 45	Intro. to Computers for Graphic Arts	4
ART 46	Introduction to Photoshop	4
ART 48	Graphic Arts Prod. & Pre-Press	4
ART 50	Graphic Arts Portfolio	1
PHOT 1A	Photography I: Black and White	3

**TOTAL CERTIFICATE UNITS** **37**

### Associate Degree Requirements

Certificate Requirements	37
<i>Select eight units from the following:</i>	8
ART 2	History of Western Art I (4)
ART 3	History of Western Art II (4)
ART 23	Design II: Three-Dimensional (3)
ART 29A	Sketch I (1.5)
ART 36A	Printmaking: Relief Printmaking I (3)
ART 42	Illustration (3)
ART 44	Intro. to Web Animation (4)
ART 47	Intermediate Photoshop (4)
ART 49	Graphic Arts Projects (1)
ART 51	Intro. to Film/Video (3)
ART 58A	Painting I (3)
BUSI 50	Intro. to Marketing (3)
ETNC 10	Intercult. Relations in Amer. Soc. (3)
HUMA 4	Images of Women in the Arts (3)
SPCH 4	Intercultural Communication (3)
*General Education Requirements	18
Electives	3

**TOTAL DEGREE UNITS** **60**

## ART - STUDIO

(Certificate of Achievement and Associate in Arts degree)

### **Certificate Requirements** **UNITS**

<b>Core Requirements:</b>		
ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
ART 22	Visual Fundamentals: Two-Dimensional Design	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 (also, ART 21 Methods of Art Presentation and ART 24 Color Fundamentals are highly recommended choices) and select three units from any Art area except Practicum and Work Experience.</i>		3

### **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: Relief Printmaking I (3)
ART 37	Introduction to Monotypes (1.5-3)
ART 38A-C	Special Printmaking Techniques II (.5-1.5)
ART 55A-E	Special Painting Techniques I (.5)
ART 56A-E	Special Painting Techniques II (.5-1)
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-E	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 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: Relief Printmaking (3)
ART 37	Introduction to Monotypes (1.5-3)
ART 42	Illustration (3)

### **III. Painting**

ART 32	Landscape Drawing & Painting (1.5)
ART 36A	Printmaking I: Relief Printmaking (3)
ART 42	Illustration (3)
ART 55A-E	Special Painting Techniques I (.5)
ART 56A-E	Special Painting Techniques II (.5-1)
ART 57A	Watercolor I (3)
ART 57B	Watercolor II (3)
ART 58A	Painting I (3)
ART 58B	Painting II (3)
ART 59	Mixed Media (1.5-3)

### **IV. Ceramics**

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	Intro. to Glaze Experimentation (1.5)
ART 76	Glaze Calculation (3)
ART 77	Ceramic Surface Design & Technique (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 82A-E	Small Scale Metals Techniques I (.5-2)
ART 83A-E	Special Jewelry Techniques I (.5-1.5)
ART 84A	Jewelry & Metal Arts I (3)
ART 84B	Jewelry & Metal Arts II (1.5-3)
ART 85A	Enameling I (1.5)
ART 85B	Enameling II (1.5)
ART 85C	Torch Enameling (.5)
ART 86A	Lapidary I (1.5)
ART 86B	Lapidary II (1.5)
ART 87A	Stone Setting (1.5)
ART87B	Alternative Stone Setting Devices (1)
ART 89A-C	Small Scale Metals Techniques II (1-2)

#### 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)
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 88A	Weaving I (3)
ART 88B	Weaving II (3)

#### VIII. Cinema/Video

ART 45	Introduction to Computers for Graphic Arts (4)
ART 46	Intro. to Photoshop (4)
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: Black and White (3)

#### IX. Printmaking

ART 28B	Drawing and Composition II (3)
ART 35A-E	Special Printmaking Techniques I (.5)
ART 36A	Printmaking I: Relief Printmaking (3)
ART 36B	Printmaking II: Intaglio Printmaking (3)
ART 37	Introduction to Monotypes (1.5-3)
ART 38A-E	Special Printmaking Techniques II (.5-1.5)

**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)

#### Certificate Requirements UNITS

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>		<b>8</b>
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: 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 Automatic Transmissions 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

**TOTAL UNITS** **9**  
**TOTAL HOURS** **240-267**

(Approx. 15-17 hours/week for 16 weeks)

### **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 Automotive Brake System 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.

<b>Required courses:</b>		<b>UNITS</b>	<b>HOURS</b>
AUTO 100	Intro. to Auto Technology	4	96
AUTO 106	Auto Brake & Safety Inspection	4	96
AUTO 160	Supervised Auto Trade Experience (1)	1	48
<b>or</b> COOP 91	Auto Technology Work Experience (1)		75
<b>TOTAL UNITS</b>		<b>9</b>	
<b>TOTAL HOURS</b>			<b>240-267</b>

(Approx. 15-17 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 Automotive Steering and Suspension 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.

<b>Required courses:</b>		<b>UNITS</b>	<b>HOURS</b>
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
<b>or</b> COOP 91	Auto Technology Work Experience (1)		75
<b>TOTAL UNITS</b>		<b>9</b>	
<b>TOTAL HOURS</b>			<b>240-267</b>

(Approx. 15-17 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 Standard Transmissions 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.

<b>Required courses:</b>		<b>UNITS</b>	<b>HOURS</b>
AUTO 100	Intro. to Auto Technology	4	96
AUTO 108	Standard Transmissions	4	96
AUTO 160	Supervised Auto Trade Experience (1)	1	48
<b>or</b> COOP 91	Auto Technology Work Experience (1)		75
<b>TOTAL UNITS</b>		<b>9</b>	
<b>TOTAL HOURS</b>			<b>240-267</b>

(Approx. 15-17 hours/week for 16 weeks)

# BUSINESS

## ACCOUNTING

(Certificate of Achievement and Associate in Science degree)

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

- Interpret and apply fundamental accounting concepts including the accounting equation, debits and credits, and generally accepted accounting principles.
- Complete and explain the steps in the accounting cycle using both manual and computerized systems.
- Prepare, analyze, and explain financial statements using manual and computerized systems, including spreadsheets, accounting software, and internet research.
- Apply appropriate accounting principles to daily business transactions, various forms of ownership, and managerial systems.
- Use planning and control principles for profit planning and organizational performance evaluation.
- Identify and use relevant costs to make sound financial decisions.

<u>Certificate Requirements</u>	<u>UNITS</u>
BUSC 117A or B Business Mach. Calc. I or II	.5
BUSC 121 Accessing Bus. Info. Via the World Wide Web	1
BUSI 24 Business Issues & Ethics	3
BUSI 110 Business Mathematics	3
BUSI 200 Intro. to QuickBooks Accounting Software	.5
CSIS 50 Software Applications	2
CSIS 50L Software Applications Lab	1
CSIS 71 Operating a Personal Computer	.5
<i>Select one of the following sequences:</i>	6
BUSI 1A Financial Acctng (3) (required for AS)	
<b>&amp;</b> BUSI 1B Managerial Acctng (3) (required for AS)	
<b>OR</b>	
BUSI 120A Basic Accounting (3)	
<b>&amp;</b> BUSI 120B Computerized Accounting (3)	
<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 110A Introductory Typing I (1)	
<b>or</b> typing proficiency test with a typing speed of 21 WPM with 5 or fewer errors in 5 minutes (0)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>20.5-21.5</b>

## 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)	
COOP 91 Business Work Experience (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
<b>or</b> BUSI 120A Basic Accounting (3)	
BUSI 18 Business Law	3
BUSI 24 Business Issues and Ethics	3
BUSI 32 Intro. to Importing/Exporting	3
BUSI 44 Intro. to Bus. Ownership/Mgmt.	3
BUSI 50 Intro. to Marketing	3
BUSI 54 Intro. to E-Commerce	3
BUSI 60 Money Management and Investing	3
BUSI 110 Business Mathematics	3
CSIS 50 Software Applications	2
CSIS 50L Software Applications Lab	1

## **TOTAL CERTIFICATE UNITS**

**30**

## Associate Degree Requirements

Certificate Requirements	30
<i>Plus select three courses from the following:</i>	9
BUSI 20 Introduction to Business (3)	
BUSI 30 Global Management (3)	
BUSI 36 Intro. to Int'l Marketing (3)	
BUSI 40 Principles of Management (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)	
COOP 91 Business Work Experience (3)	
General Education Requirements	21

## **TOTAL DEGREE UNITS**

**60**

## GENERAL BUSINESS

(Certificate of Achievement and Associate in Science degree)

<b>Certificate Requirements</b>		<b>UNITS</b>
BUSI 18	Business Law	3
BUSI 20	Introduction to Business	3
BUSI 24	Business Issues & Ethics	3
BUSI 30	Global Management	3
BUSI 50	Intro. to Marketing	3
BUSI 110	Business Mathematics	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>	9
BUSI 1B	Managerial Accounting (3)
BUSI 36	Intro. to Int'l Marketing (3)
BUSI 40	Principles of Mgmt. (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)

The International Business program integrates a solid foundation in international trade, marketing, management, and global business practices used in a culturally diverse, global economy. Courses are designed to create cultural sensitivity in all business practices as well as technical skills needed to succeed in this highly competitive environment.

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

- Analyze the impact of business at all levels (including local, state, national, and international).
- Describe the interrelatedness of the social, cultural, political, legal, and economic factors that shape and impact the international business environment.
- Apply communication strategies necessary and appropriate for effective and profitable international business relations.
- Describe the environmental factors that define what is considered ethical business behavior in a global business environment.
- Identify forms of business ownership and entrepreneurial

- opportunities available in international business.
- Relate balance of trade concepts to the import/export process.
- Analyze special challenges in operations and human resource management in international business.
- Apply marketing concepts to international business situations.

<b>Certificate Requirements</b>		<b>UNITS</b>
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 36	Intro. to Int'l Marketing	3
*BUSI 38	Multiculturalism in Corp. Amer.	3
BUSI 54	Intro. to E-Commerce	3
*ECON 4	Principles of Econ.: Micro	3

**TOTAL CERTIFICATE UNITS** **27**

### **Associate Degree Requirements**

Certificate Requirements 27

#### **Language/Cultural Component:**

*Select two courses from the following:* 6-10

ANTH 4	Intro. to Cultural Anthropology (3)
FLAN 1A-2B	Any World Language (5)
GEOG 4	Intro. to Cultural Geography (3)
HIST 2	History 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)

#### **Occupational Component:**

*Select one track from the following:* 6

##### **Accounting Track:**

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

##### **Information Processing Track:**

BUSI 70	Business Communications (3)
BUSI 100	Proofreading for Business (3)
or CSIS 50	Software Applications (2)
& CSIS 50L	Software Applications Lab (1)

##### **Entrepreneurship Track:**

BUSI 32	Intro. to Importing/Exporting (3)
or COOP 91	Business Work Experience (3)
BUSI 44	Intro. to Bus. Ownership/Mgmt. (3)

\*General Education Requirements 12  
Electives 5-9

**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

*BUSC 110A	Introductory Typing I (1)	0-3
BUSC 110B	Introductory Typing II (1)	
BUSC 110C	Introductory Typing III (1)	
* or typing proficiency test with a typing speed of 40 wpm with 5 or fewer errors on a 5-minute test (0)		
BUSI 100	Proofreading for Business	3
BUSI 120A	Basic Accounting	3
<i>Select four units from the following:</i>		4
BUSC 117A	Bus. Mach. Calculations I (.5)	
BUSC 117B	Bus. Mach. Calculations II (.5)	
BUSC 119A	Intro. to Spreadsheets: MS Excel I (1)	
BUSC 120	Presentation Mgmt. w/MS PowerPoint (1)	
BUSC 121	Accessing Bus. Info. Via the World Wide Web (1)	
BUSC 122	Microsoft Windows (.5)	
or CSIS 70	Microcomp. Op. Syst. (3)	
CSIS 50	Software Applications (2)	
& CSIS 50L	Software Applications Lab (1)	
CSIS 71	Operating a Personal Comp. (.5)	
<i>Select seven units from the following:</i>		7
BUSC 100A	Word Proc.: Word/Win. I (1)	
BUSC 100B	Word Proc.: Word/Win. II (1)	
BUSC 100C	Word Proc.: Word/Win. III (1)	
BUSC 118	Records Management (.5)	
BUSC 119B	Intro. to Spreadsheets: MS Excel II (1)	
BUSC 123	Business Desktop Publishing (1)	
BUSC 124	Quicken (1)	
BUSC 125	QuickBooks (1)	
BUSC 130	Microsoft Outlook (.5)	
BUSC 131	Image Processing for Business (1)	
BUSC 132	Web Publishing Using MS FrontPage (2)	
BUSC 133	Intro. to MS Access (1)	

BUSC 134	Office Simulation (2)	
BUSC 135	E-Commerce Using Online Auctions (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 40	Principles of Management (3)	
BUSI 42	Human Resources Mgmt. (3)	
BUSI 54	Introduction to E-Commerce (3)	
BUSI 70	Business Communications (3)	
BUSI 110	Business Mathematics (3)	
COOP 91	Business Work Experience (3)	

### TOTAL CERTIFICATE UNITS

**23-26**

### Associate Degree Requirements

Certificate Requirements		23-26
<i>Select three courses from the following:</i>		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 Retail Management program, 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
<b>or</b> BUSI 120A	Basic Accounting (3)	
BUSI 40	Principles of Management	3
BUSI 50	Intro. 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 assistant, 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.

**Certificate Requirements** **UNITS**

BUSI 70	Business Communications	3
BUSI 100	Proofreading for Business	3
BUSI 110	Business Mathematics	3
BUSC 101A	Adv. Word Proc.: MS Word/Win I	1
BUSC 101B	Adv. Word Proc.: MS Word/Win II	1
BUSC 101C	Adv. Word Proc.: MS Word/Win III	1

*Select from the following:* 0-3

BUSC 110A	Introductory Typing I (1)	
<b>&amp;</b> BUSC 110B	Introductory Typing II (1)	
<b>&amp;</b> BUSC 110C	Introductory Typing III (1)	

**OR**

Typing proficiency test with a typing speed of 40 wpm with 5 or fewer errors on a 5-minute test (0)

*Select three units from the following:* 3

BUSC 117A	Business Machine Calculations I (.5)	
BUSC 117B	Business Machine Calculations II (.5)	
BUSC 119A	Intro. to Spreadsheets: MS Excel I (1)	
BUSC 120	Presentation Mgmt. w/MS PowerPoint (1)	
BUSC 121	Accessing Bus. Info. Via the World Wide Web (1)	

BUSC 122	Microsoft Windows (.5)	
<b>or</b> CSIS 70	Microcomp. Op. Syst. (3)	
CSIS 50	Software Applications (2)	
<b>&amp;</b> CSIS 50L	Software Applications Lab (1)	
<i>Select one course from the following:</i>		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 40	Principles of Management (3)	
BUSI 42	Human Resources 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** **60**

+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 Entry Level Office Worker 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.

**Certificate Requirements** **UNITS**

BUSC 122	Microsoft Windows (.5)	.5-3
<b>or</b> CSIS 70	Microcomp. Op. Syst. (3)	
COOP 91	Business Work Experience	2
(Students will be placed in a position for on-the-job experience.)		

*Select from the following:* 3

BUSC 100A	Word Proc:Word/Win. I (1)	
<b>&amp;</b> BUSC 100B	Word Proc:Word/Win. II (1)	
<b>&amp;</b> BUSC 100C	Word Proc:Word/Win. III (1)	

**OR**

CSIS 50	Software Applications (2)	
<b>&amp;</b> CSIS 50L	Software Applications Lab (1)	

*Select three units from the following:* 3

BUSC 119A	Intro. to Spreadsheets: MS Excel I (1)
BUSC 121	Accessing Bus. Info. Via the World Wide Web (1)
BUSI 100	Proofreading for Business (3)
ENGL 300	Individualized Eng. & Study Skills (1)
<i>Select three units from the following:</i>	
BUSC 110A	Intro. to Typing I (1)
BUSC 110B	Intro. to Typing II (1)
BUSC 110C	Intro. to Typing III (1)
BUSC 117A	Bus. Mach. Calculations I (.5)
BUSC 124	Quicken (1)
BUSC 125	QuickBooks (1)
BUSI 70	Bus. Communications (3)
BUSI 110	Bus. Mathematics (3)

3

**TOTAL CERTIFICATE UNITS**

**11.5-14**

## CHILD DEVELOPMENT

The Child Development Department offers course work which leads to an Associate in 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.

**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.

**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, 71A 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 and 80-86, and 16 General Education units.

**Master Teacher** requires all that is required for the Teacher level plus CHDV 72, 16 General Education units, and six units from one of the following specializations:

- Violence Intervention: CHDV 76A and 76B
- High / Scope: CHDV 67, 68, and 69
- Creative Processes: CHDV 81, 83, and 86
- Working with Families: CHDV 74 and 75



**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.

<b>Certificate Requirements</b>		<b>UNITS</b>
CHDV 1	Child Development	3
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)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>28</b>

**Associate Degree Requirements**

Certificate Requirements	28
General Education Requirements	21
Electives	11
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

**FAMILY CHILD CARE**

The Family Child Care Certificate of Completion is no longer offered by the Child Development Department as of Fall 2004.

**COMPUTER SCIENCE & INFORMATION SYSTEMS**

**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.

<b>Certificate Requirements</b>		<b>UNITS</b>
BUSI 54	Intro. to E-Commerce	3
CSIS 50	Software Applications	2
CSIS 50L	Software Applications Lab	1
CSIS 51A	Business Data Processing	3
CSIS 51C	Database Processing	3
CSIS 76	Networking Essentials	3
CSIS 77	Publishing on the World Wide Web	3
CSIS 78	Adv. Pub. on the World Wide Web	3

**TOTAL CORE REQUIREMENT UNITS** **21**

**Required Electives**

**Business Technology Focus**

<i>Select nine units from the following:</i>		9
BUSC 100C	Word Proc.: Word/Win. III (1)	
BUSC 101A	Adv. Word Proc.: Word/Win. I (1)	
BUSC 101B	Adv. Word Proc.: Word/Win. II (1)	
BUSC 101C	Adv. Word Proc.: Word/Win. III (1)	
BUSC 119B	Intro. to Spreadsheets: Excel II (1)	
BUSC 121	Accessing Bus. Info Via the World Wide Web (1)	
BUSC 123	Bus. Desktop Publishing (1)	
BUSC 124	Quicken (1)	
BUSC 125	QuickBooks (1)	
BUSC 130	MS Outlook (.5)	
BUSC 131	Image Processing for Bus. (1)	
BUSC 132	Web Pub. Using MS FrontPage (2)	
BUSC 133	Intro. to MS Access (1)	
BUSC 135	E-Commerce Using Online Auctions (1)	
BUSI 20	Intro. to Business (3)	
BUSI 120B	Computerized Accounting (3)	
CSIS 55	Intro. to Programming - Visual Basic (3)	
CSIS 61	Fund. of Comp.-Based Graphics (4)	
CSIS 75	PC Repairs (3)	

**OR**

**Internet Technology Focus**

<i>Select nine units from the following:</i>		9
ART 40	Graphic Design for the Web (4)	
ART 44	Intro. to Web Animation (4)	
BUSC 121	Accessing Bus. Info Via the World Wide Web (1)	
BUSC 131	Image Processing for Bus. (1)	
BUSC 132	Web Pub. Using MS FrontPage (2)	
BUSC 135	E-Commerce Using Online Auctions (1)	
CSIS 54	Intro. to Perl CGI Programming (3)	
CSIS 55	Intro. to Programming - Visual Basic (3)	
CSIS 56	Java Programming (3)	
CSIS 61	Fund. of Comp.-Based Graphics (4)	
CSIS 62	Web Animation & Programming (4)	
CSIS 75	PC Repairs (3)	
CSIS 83	MS Client Op. Syst. (1.5)	
CSIS 174	MS Server Adv. Admin. (3)	

**TOTAL CERTIFICATE UNITS** **30**

**Associate Degree Requirements**

Certificate Requirements	30
General Education	21
Electives	9

**TOTAL DEGREE UNITS** **60**

**COMPUTER NETWORKING**

(Certificate of Achievement and Associate in Science degree)

- Learning Outcomes:** Upon successful completion of the Computer Networking program, students will be able to:
- Implement and configure Cisco routers to perform local and wide area network routing using various routing protocols.
  - Implement and configure Cisco switches to perform local area network switching.
  - Implement and configure Microsoft client and server operating systems to obtain and provide network services.
  - Implement and configure security on local and wide area networks.
  - Implement and configure UNIX systems to obtain and provide network services.

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

CSIS 75	PC Repair	3
CSIS 76	Networking Esntls	3
CSIS 80	Introduction to UNIX	3
CSIS 83	Microsoft Client Operating Syst.	1.5
CSIS 172	MS Server Admin.	3
CSIS 174	MS Server Adv. Admin.	3
CSIS 177	Router Theory & Configuration	3
CSIS 179	WAN Technologies	3
CSIS 198	Network Security Fund.	3

*Select one course from the following programming languages:* 3-4

CSIS 10A	Comp. Sci.: Beg. Programming (4)
CSIS 55	Intro. to Programming - Visual Basic (3)
CSIS 56	JAVA Programming (3)

**TOTAL CORE REQUIREMENT UNITS** **28.5-29.5**

**Associate Degree Requirements**

Certificate Requirements	28.5-29.5
<i>Select one course from the following:</i> <span style="float: right;">1.5-3</span>	
CSIS 82	UNIX Syst. Admin. (1.5)
CSIS 180	Adv. Routing/Switching Implem. (3)
General Education Requirements	21
Electives	6.5-9

**TOTAL DEGREE UNITS** **60**

**COMPUTER INFORMATION SYSTEMS DESIGN**

The Computer Information Systems Design program is no longer available as certificate and/or degree programs for students entering the college as of Fall 2004. See the class schedules for selected courses.

**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.

**Certificate Requirements** **UNITS**

ART 6	Survey of American Art	3
ART 10	Art and Artists of the Monterey Peninsula	1
ART 11	Architecture of the 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
HIST 15	History of California	3
HIST 17	History of the United States I	3
HIST 18	History of the United States II	3
HIST 55	History of Monterey County	3

**TOTAL CERTIFICATE UNITS** **19.5**

**Associate Degree Requirements**

Certificate Requirements	19.5
General Education Requirements	21
Electives	19.5

**TOTAL DEGREE UNITS** **60**

## DANCE

(Associate in Arts Degree)

<b>Associate Degree Requirements</b>		<b>UNITS</b>
DANC 10A	Modern Dance I	1
DANC 10B	Modern Dance II	1
DANC 11A	Jazz Dance I	1
DANC 11B	Jazz Dance II	1
DANC 11C	Jazz Dance III	1
DANC 12A	Ballet I	1
DANC 12B	Ballet II	1
DANC 12C	Ballet III	1
DANC 14	Ballroom Dance	.5
DANC 17A	Tap Dance I	1
DANC 17B	Tap Dance II	.5
<i>Select a minimum of four units from the following:</i>		4
DANC 2	Dance Skills I (.5)	
DANC 3	Dance Skills II (.5)	
DANC 4	Dance Skills III (.5)	
DANC 15	Ethnic Dance Forms (1)	
DANC 16	Flamenco Dance (.5)	
DANC 17C	Tap Dance III (.5)	
DANC 20	Dance Production (1.5)	
DANC 21	Introduction to Repertory (1)	
DANC 53	Wellness in Motion (.5)	
DANC 92	Teaching Aide – Dance (1)	
DANC 93.1	Modern Dance Practicum (1)	
DANC 93.2	Jazz Dance Practicum (1)	
DANC 93.3	Ballet Dance Practicum (1)	
PFIT 21	Flexibility & Relaxation Tech. (.5)	
PFIT 63	Fitness Anat. & Kinesiology (2)	
<i>Select one course from the following:</i>		3
DRAM 1	Drama Appreciation (3)	
DRAM 15A	Beginning Acting (3)	
DRAM 23	Stage Lighting (3)	
DRAM 24	Beginning Costuming (3)	
<i>Select any Music course</i>		1-4
General Education Requirements		21
Electives		18-21
<b>TOTAL DEGREE UNITS</b>		<b>60</b>

## DENTAL ASSISTING

(Certificate of Achievement and Associate in Science degree)

**Learning Outcomes:** Upon successful completion of the Dental Assisting 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.

<b>Certificate Requirements</b>		<b>UNITS</b>
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.

<b>Pre-Dental Hygiene Courses</b>		<b>UNITS</b>
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. Chem. for Health Sci.	4
CHEM 30B	Org. & Biol. Chem. for Health Sci.	4
NUTF 1	Nutrition	3
PHSO 1	General Human Physiology	3
PHSO 2	General Physiology Lab	2

## 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)

### Certificate Requirements

	<b>UNITS</b>
DRAM 1 Drama Appreciation	3
DRAM 15A Beginning Acting	3
DRAM 18A Elementary Directing	3
DRAM 21A Theatre Workshop I	3
<i>Select one course from the following:</i>	3
DRAM 11 Voice and Oral Interpretation (3)	
DRAM 19 Oral Interpretation (3)	
<i>Select 9 units from I, II, or III:</i>	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 13 Audition Techniques for the Stage (2)
  - DRAM 24 Beginning Costuming (3)
  - DRAM 25 Make-Up (3)
- c. Literature:
  - DRAM 4 Intercultural Drama (3)
  - 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)
  - DRAM 64 Rehearsal and Performance – Musical (2)
  - DRAM 65 Rehearsal and Performance – Comedy (2)
  - DRAM 67 Rehearsal and Performance – Original (2)
  - DRAM 68 Rehearsal and Performance – Drama (2)
- b. Technique:
  - DRAM 12 Stage Movement (3)
  - DRAM 13 Audition Techniques for the Stage (2)
  - DRAM 18B Advanced Directing (3)
  - DRAM 23 Stage Lighting (3)
  - DRAM 24 Beginning Costuming (3)
- c. Literature:
  - DRAM 4 Intercultural Drama (3)
  - DRAM 5 Film Appreciation (3)
  - DRAM 7A Writing for the Theatre I (3)

- DRAM 7B Writing for the Theatre II (3)
- DRAM 103 Film Directors to Watch (3)
- DRAM 104 European Films (3)
- DRAM 106 Film and American Culture (3)
- DRAM 109 Intro. to Documentary Film (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 64 Rehearsal and Performance – Musical (2)
- DRAM 65 Rehearsal and Performance – Comedy (2)
- DRAM 67 Rehearsal and Performance – Original (2)
- DRAM 68 Rehearsal and Performance – Drama (2)
- 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**

## EMERGENCY MEDICAL SERVICES

### ADVANCED CARDIAC LIFE SUPPORT (ACLS)

(Certificate of Completion offered by the Emergency Medical Services Department)

The Advanced Cardiac Life Support (ACLS) certificate prepares students for American Heart Association certification. Students learn knowledge and skills related to advanced pathophysiology of the heart, pharmacology, ECG interpretation, defibrillation, and cardiac and respiratory arrest procedures.

**Learning Outcomes:** Upon successful completion of the Advanced Cardiac Life Support program, students will be able to:

- Successfully pass the American Heart Association ACLS written and skill demonstration exam.
- Describe pathophysiology for common pediatric cardiac conditions.
- Discuss pharmacology for cardiac and respiratory problems encountered in critical care.
- Relate sequence of drugs and actions required for clients in cardiac or respiratory arrest.
- Incorporate knowledge of cultural, ethnic, religious, economic, and developmental diversity into the care of the client and their family.

### Certificate Requirements

EMMS 280 Adv. Cardiac Life Support (ACLS)	<b>UNITS</b> .5
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### TOTAL CERTIFICATE UNITS

**.5**

## EMERGENCY MEDICAL TECHNICIAN 1: BASIC TRAINING

(Certificate of Completion offered by the Emergency Medical Services Department)

The Emergency Medical Technician 1: Basic Training certificate prepares students for EMT-1 (ambulance) certification. Students learn techniques to care for patients in prehospital situations.

**Learning Outcomes:** Upon successful completion of the EMT-1: Basic Training program, students will be able to:

- Describe the roles and responsibilities of EMT-1, the EMS system, and the laws governing the practice of EMT-1s.
- Assess the status of patients in the prehospital setting, and communicate accurately to hospital-based healthcare providers.
- Identify abnormal functioning of the major body systems in prehospital care patients and assist in stabilization and transport of these patients as appropriate.
- Demonstrate mastery of skills necessary to care for clients in the prehospital setting.
- Safely participate in the extrication and rescue of patients in the field.
- Communicate effectively with patients, families, and other members of the healthcare team.

<u>Certificate Requirements</u>	<u>UNITS</u>
EMMS 170      Emerg. Med. Tech. 1: Basic Trng	6

**TOTAL CERTIFICATE UNITS** 6

## FIRST RESPONDER BASIC TRAINING

(Certificate of Completion offered by the Emergency Medical Services Department)

The First Responder Basic Training certificate prepares students for basic life support first responding certification. Students learn techniques to provide first aid and cardiopulmonary resuscitation for patients in pre-hospital situations.

**Learning Outcomes:** Upon successful completion of the First Responder Basic Training program, students will be able to:

- Describe the roles and responsibilities of the First Responder, the EMS system, and the laws governing the practice of emergency responders.
- Use proper terminology to describe the major body systems, as well as common problems first responders may encounter in prehospital settings.
- Identify situations where it is appropriate to resuscitate patients.
- Demonstrate safe and proper resuscitation techniques.
- Demonstrate and describe safe and proper first aid techniques.
- Communicate effectively with patients, families, and other members of the health care team.

<u>Certificate Requirements</u>	<u>UNITS</u>
EMMS 271      First Responder Basic Trng	2

**TOTAL CERTIFICATE UNITS** 2

## PEDIATRIC ADVANCED LIFE SUPPORT (PALS)

(Certificate of Completion offered by the Emergency Medical Services Department)

The Pediatric Advanced Life Support (PALS) certificate prepares students for American Heart Association PALS certification. Students learn knowledge and skills related to advanced pathophysiology of the heart, pharmacology, ECG interpretation, defibrillation, and cardiac and respiratory arrest procedure for pediatric clients.

**Learning Outcomes:** Upon successful completion of the Pediatric Advanced Life Support program, students will be able to:

- Successfully pass the American Heart Association PALS written and skill demonstration exam.
- Describe pathophysiology for common pediatric cardiac conditions.
- Discuss pharmacology for cardiac and respiratory problems encountered in pediatric critical care.
- Relate sequence of drugs and actions required for pediatric clients in cardiac or respiratory arrest.
- Incorporate knowledge of cultural, ethnic, religious, economic, and developmental diversity into the care of the pediatric client and their family.

<u>Certificate Requirements</u>	<u>UNITS</u>
EMMS 281      Pediatric Adv. Life Support (PALS)	.5

**TOTAL CERTIFICATE UNITS** .5

## PREHOSPITAL TRAUMA AND LIFE SUPPORT (PHTLS)

(Certificate of Completion offered by the Emergency Medical Services Department)

The Prehospital Trauma and Life Support (PHTLS) certificate prepares students for American Heart Association PHTLS certification. Students learn knowledge and skills related to advanced care of trauma clients in the pre-hospital care setting.

**Learning Outcomes:** Upon successful completion of the Prehospital Trauma and Life Support program, students will be able to:

- Successfully pass the American Heart Association PHTLS written and skill demonstration exam.
- Describe and demonstrate activation of the prehospital care/EMS system in Monterey County.
- Describe common features of trauma.
- Demonstrate an advanced response to trauma including both skill use and pharmacologic intervention.
- Demonstrate advanced communication skill with base support hospital personnel.
- Incorporate knowledge of cultural, ethnic, religious, economic, and developmental diversity into the care of the pediatric client and their family.

<u>Certificate Requirements</u>	<u>UNITS</u>
EMMS 282      Prehosp. Trauma & Life Support (PHTLS)	.5

**TOTAL CERTIFICATE UNITS** .5

## FAMILY AND CONSUMER SCIENCE

(Associate in Arts degree)

<b>Associate Degree Requirements</b>		<b>UNITS</b>
ART 22	Visual Fundamentals:	
	Two-Dimensional Design	3
CHDV 1	Child Development	3
*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 HOSP 72-85 and 180.</i>		<i>1.5-2</i>
<i>Select one course from the following:</i>		<i>3</i>
FASH 63	Tailoring (3)	
FASH 68	Flat Pattern Design (3)	
*General Education Requirements		17
Electives		8.5-9
<b>TOTAL DEGREE UNITS</b>		<b>60</b>

### **Fast Track: 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. The courses are designed to be taken in sequence and will result in a nationally recognized credential upon successful completion of the portfolio and credential exam. Successful completion of the certificate of completion partially fulfills requirements for the Human Services certificate and degree program at MPC.

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

- Apply professional behavior, confidentiality, and respect in all situations.
- Participate in effective teamwork/collaboration with families, agencies and community-based organizations, while maintaining suitable values and ethics for Human Services.
- Demonstrate effective communication skills.
- Discuss diversity, barriers to cultural sensitivity, and the advantages of working respectfully with persons from all cultural backgrounds.
- Establish mutually respectful, trusting and supportive relationships.
- Use a strength-based and self-reliance approach in the study and delivery of human services.
- Demonstrate competency in the use of technology as required at the paraprofessional level of human services.
- Assist families and individuals in using specialized services and in self-assessment.
- Explain the background, elements and resources of human services and family development support systems.

<b>Required courses:</b>		<b>UNITS</b>	<b>HOURS</b>
HUMS 54	Family Development I	3	51
HUMS 55	Family Development II	3	51
<b>TOTAL UNITS</b>		<b>6</b>	
<b>TOTAL HOURS</b>			<b>102</b>

## FAMILY RESEARCH STUDIES

(Genealogy)

(Certificate of Achievement and Associate in Arts degree)

<b>Certificate Requirements</b>		<b>UNITS</b>
LIBR 50	Intro. to Info. Competency & Literacy	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>		<i>3</i>
BUSC 100A	Word Proc: Word/Win. I (1)	
BUSC 100B	Word Proc: Word/Win. II (1)	
BUSC 100C	Word Proc: Word/Win. III (1)	
BUSC 104A	Word Proc: WordPerfect/Win. I (1)	
BUSC 104B	Word Proc: WordPerfect/Win. II (1)	
BUSC 104C	Word Proc: WordPerfect/Win. III (1)	
<i>Select nine units from the following:</i>		<i>9</i>
GENT 2 through 15 (1 unit each)		
<b>or</b> 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 72	Effective Use of the Internet (1)	
LIBR 80	Internet Literacy (3)	

<b>TOTAL CERTIFICATE UNITS</b>	<b>26</b>
<b>Associate Degree Requirements</b>	
Certificate Requirements	26
General Education Requirements	21
Electives	13
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

# 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 Fashion 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.

<b>Certificate Requirements</b>		<b>UNITS</b>
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
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)	
COOP 91	Fashion Work Experience (.5-4)	

**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 Fashion Design program, 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.

<b>Certificate Requirements:</b>		<b>UNITS</b>
ART 45	Intro. to Computers for Graphic Arts	4
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
<i>Select three units from the following:</i>		3
ART 22	Visual Fundamentals: Two-Dimensional Design (3)	
ART 29A	Sketch I (1.5)	
ART 30A	Figure Drawing I (3)	
FACS 56	Life Management (3)	
PHOT 1A	Photography I: Black & White (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 Fashion Merchandising program, 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.

<b>Certificate Requirements</b>		<b>UNITS</b>
BUSC 117A	Business Machine Calculations I	.5
BUSC 117B	Business Machine Calculations II	.5
CSIS 50	Software Applications	2
CSIS 50L	Software Applications Lab	1
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
HOSP 64	Customer Service	1
COOP 91	Fashion Work Experience	3
<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 Fashion Production program, 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.

<b>Certificate Requirements</b>		<b>UNITS</b>
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**

### **Associate Degree Requirements**

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)

<b>Certificate Requirements</b>	<b>UNITS</b>
FIRE 100 Fire Protection Organization	3
FIRE 101 Fire Behavior & Control	3
FIRE 110 Command 1A: Command Princ. for Company Officers	3
FIRE 112 Mgmt. 1: Mgmt. for Company Officers	3
FIRE 113 Prevention 1A: Fire Inspection Practices	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
<b>TOTAL CERTIFICATE UNITS</b>	<b>24</b>
<b>Associate Degree Requirements</b>	
Certificate Requirements	24
General Education Requirements	21
Electives	15
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## FITNESS INSTRUCTOR TRAINING

(Certificate of Achievement and Associate in Science degree)

**Learning Outcomes:** Upon successful completion of the Fitness Instructor Training 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.

<b>Certificate Requirements</b>	<b>UNITS</b>
PFIT 10 Weight Training	1
PFIT 14 Exercise for Health & Fitness	.5
PFIT 18A Dance Aerobics I	.5
PFIT 50 Independent Fitness & Testing Program	1
PFIT 51 Fitness & Wellness Strategies	2
PFIT 60 Fitness Exercise Physiology	1
PFIT 63 Fitness Anatomy & Kinesiology	2
PSYC 50 Health Psychology	3
<i>Select one unit from PFIT Activity courses.</i>	1
<i>Select one unit from the following:</i>	1
BUSC 100A Word Proc: Word/Win I (1)	
BUSC 100B Word Proc: Word/Win II (1)	
BUSC 100C Word Proc: Word/Win III (1)	
BUSC 101A Adv. Word Proc: Word/Win I (1)	
BUSC 101B Adv. Word Proc: Word/Win II (1)	
BUSC 101C Adv. Word Proc: Word/Win III (1)	
BUSC 108C Comp. Skills/Typing Skills: Part I (.5)	

BUSC 109	Keyboarding for Computers (1)	
BUSC 121	Accessing Bus. Info. Via the World Wide Web (1)	
BUSC 122	Microsoft Windows (.5)	
<i>Select one course from the following:</i>		1.5-3
HLTH 4	Healthy Living (3)	
HLTH 210	Stress Management (1.5)	
NUTF 1	Nutrition (3)	
<i>Select one course from the following:</i>		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 (3)	
<i>Take two units of PFIT 92 (Teaching Aide: Physical Fitness) from two of the following areas:</i>		2
	Weight Training (personal training)	
	Dance Aerobics	
	Independent Fitness (fitness testing)	
<i>Current Red Cross CPR Card required</i>		

<b>TOTAL CERTIFICATE UNITS</b>	<b>18.5-22</b>
<b>Associate Degree Requirements</b>	
Certificate Requirements	18.5-22
General Education Requirements	21
Electives	17-20.5
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## GENERAL STUDIES

(Associate in Arts degree)

Requirements must be selected from the Monterey Peninsula College General Education Requirements list (see page 73).

### **Associate Degree Requirements**

#### **AREA A: COMMUNICATION SKILLS** **UNITS** 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 three units from E1 and/or E2.

#### **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**

## GOLF MANAGEMENT

The Golf Management Program is no longer available as certificate and/or degree programs for students entering the college as of Fall 2004. See the class schedules for selected courses.

## GRAPHIC ARTS

See ART - Graphic Arts, page 39.

## 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 Hospitality Operations 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**

	<b>UNITS</b>
*HOSP 51	Intro. to the 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 58	Sanitation, Safety, Equipment 3
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 three units from the following:</i> 3	

BUSC 100A	Word Proc: Word/Windows I (1)
BUSC 119A	Intro. to Spreadsheets: Excel I (1)
BUSC 124	Quicken (1)
CSIS 50	Software Applications (2)
& CSIS 50L	Software Applications Lab (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** **25**

#### **Associate Degree Requirements**

Certificate Requirements	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 85:</i> 1.5	
*General Education Requirements	15
Electives	9.5

#### **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 Food Service Management program, 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

	<b>UNITS</b>
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 180 Food Safety Certification	5
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 85.</i>	2
<i>Select three units from the following:</i>	3
BUSI 44 Intro. to Bus. Ownership/Mgmt. (3)	
CSIS 50 Software Applications (2)	
& 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**

**17**

## 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 Restaurant Management program, 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

	<b>UNITS</b>
*HOSP 51 Intro. to the Hospitality Industry	3
HOSP 53 Food Service Management	3
HOSP 54 Beverage Service Management	3
HOSP 58 Sanitation, Safety, Equipment	3
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 two units from HOSP 73 through 85.</i>	2
<i>Select three units from the following:</i>	3
BUSI 44 Intro. to Bus. Ownership/Mgmt. (3)	
CSIS 50 Software Applications (2)	
& 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	10.5
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## 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 these courses partially fulfills the requirements for the Associate in Science degree in Restaurant Management.

**Learning Outcomes:** Upon successful completion of the Baking and Pastry Arts 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.

<b>Required courses:</b>		<b>UNITS</b>	<b>HOURS</b>
HOSP 66	Practices in Hospitality	1	16
HOSP 77	Bakeshop: Yeasted & Non-Yeasted Breads	.5	16
HOSP 78	Bakeshop: Basic Baking Techniques	.5	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
HOSP 84	Introduction to Chocolate	.5	16
HOSP 180	Food Safety Certification	.5	8
COOP 91	Hospitality Work Exper.	1	75

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

<b>TOTAL UNITS</b>	<b>5.5</b>
<b>TOTAL HOURS</b>	<b>195</b>

## Fast Track: COOKING SCHOOL

(Certificate of Completion offered by Hospitality Department)

This is an intensive short 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 Certificate of Completion in Food Service Management and then for a degree in Restaurant Management.

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

- Measure, mix, and cook according to instructions (recipe).
- Use a variety of pots, cutlery, and 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.

<b>Required courses:</b>		<b>UNITS</b>	<b>HOURS</b>
HOSP 66	Practices in Hospitality	1	16
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 180	Food Safety Certification	.5	8
COOP 91	Hospitality Work Exper.	1	75

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

<b>TOTAL UNITS</b>	<b>5</b>
<b>TOTAL HOURS</b>	<b>179</b>

## Fast Track: HOSPITALITY SUPERVISION

(Certificate of Completion offered by Hospitality Department)

The Hospitality Supervision program is designed to prepare students/employees to become successful supervisors in a hospitality-related environment.

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

- Communicate effectively with co-workers and customers, both orally and in writing.
- Assess a situation and make decisions or solve problems to result in a positive outcome.
- Set and prioritize behavior goals which will increase productivity and customer services, using available resources.
- Deal positively with change and help manage organizational change when appropriate.
- Use team-based leadership skills (i.e., delegating, prioritizing) that acknowledges the input of individuals who are doing the job.
- Recognize and resolve employee conflict and difficult behavior, using appropriate resources.
- Value diversity and create trust and respect in interpersonal relationships.
- Understand and apply EEO, sexual harassment and other legal policies fairly and honestly.
- Handle personal stress and maintain self-confidence in the face of criticism.
- Maintain a balance between personal and work life.

<b>Required courses:</b>		<b>UNITS</b>	<b>HOURS</b>
FACS 56	Life Management	3	48
HOSP 63	Hospitality Supervision	1.5	24
HOSP 64	Customer Service	1	16
HOSP 65	Legal Issues in Hospitality	.5	8
HOSP 67	Acctg. for Hospitality Mgrs	1	16

<b>TOTAL UNITS</b>	<b>7</b>
<b>TOTAL HOURS</b>	<b>112</b>

## 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, students will be able to:

- Apply professional behavior, confidentiality, and respect in all situations.
- Participate in effective teamwork/collaboration with families, agencies and community-based organizations, while maintaining suitable values and ethics for Human Services.
- Demonstrate effective communication skills.
- Discuss diversity, barriers to cultural sensitivity, and the advantages of working respectfully with persons from all cultural backgrounds.
- Establish mutually respectful, trusting and supportive relationships.
- Use a strength-based and self-reliance approach in the study and delivery of human services.
- Demonstrate competency in the use of technology as required at the paraprofessional level of human services.
- Assist families and individuals in using specialized services and in self-assessment.
- Explain the background, elements and resources of human services and family development support systems.

### Certificate Requirements:

	<b>UNITS</b>
BUSC 100A Word Proc: Word/Win. I	1
BUSC 100B Word Proc: Word/Win. II	1
HUMS 50 Intro. to Human Services	3
HUMS 53 Counseling Tech. for the Paraprof'l	3
HUMS 54 Family Development I	3
HUMS 55 Family Development II	3
HUMS 60 Practices in Human Services	1
COOP 91 Human Services Work Experience	1
<i>Select three units from the following:</i>	<b>3</b>
CHDV 1 Child Development (3)	
CHDV 56 Early Childhood Ed. in a Diverse Soc. (3)	
FACS 56 Life Management (3)	
FACS 163 Building Mutually Respectful Relationships w/Families: Communication w/Skill & Heart (1.5)	
FACS 165 Cultural Competence (1)	
HLTH 4 Healthy Living (3)	
HLTH 205 CPR for Health Professionals (.5)	
PSYC 3 Intro. to Social Psychology (3)	
PSYC 25 Child and Adult Development (3)	
SPCH 4 Intercultural Communication (3)	

**TOTAL CERTIFICATE UNITS** **19**

### Associate Degree Requirements

Certificate requirements	19
<i>Select six units from the following not used to satisfy the certificate requirement:</i>	<b>6</b>
CHDV 1 Child Development (3)	

HLTH/WOMN 7 Women's Health Issues (3)	
PSYC 25 Child and Adult Development (3)	
WOMN/HUMA 1 Intro. to Women's Studies (3)	
General Education Requirements	21
Electives	14

**TOTAL DEGREE UNITS** **60**

## INTERIOR DESIGN

(Certificate of Achievement and Associate in Arts degree)

The Interior Design program prepares students for employment in the many businesses that provide products and services for residential and commercial interiors.

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

- Analyze client's needs, goals, and life safety requirements.
- Integrate findings with knowledge of interior design.
- Formulate preliminary design concepts that are aesthetic, appropriate, and functional, and in accordance with codes and standards.
- Develop and present final design recommendations through appropriate presentation media.
- Communicate professionally with the client and trade sources.
- Prepare drawings for non-load bearing interior construction, reflected ceiling plans, lighting, interior detailing, materials, finishes, space planning, furnishings, fixtures, and equipment.

### Certificate Requirements

	<b>UNITS</b>
DRAF 100 Drafting and Perspective	2
DRAF 125A Intro. to Computer-Aided Drafting	5
FASH 15 Textiles	3
FASH 84 Portfolio Presentation	1
INTD 50A Interior Design I	3
INTD 50B Interior Design II	3
INTD 51 Human Environments	3
INTD 52 Fundamentals of Lighting	2
INTD 53 Color Theory and Application	1.5
INTD 54 Basic Materials & Finishes	1.5
INTD 55 Business Practices	1.5
INTD 56 Survey of Furniture and Design	3
INTD 57 Contemporary Furniture & Design	3
INTD 60 Interior Design Workshop	1
<i>Select three units from the following:</i>	<b>3</b>
ART 6 Survey of American Art (3)	
ART 9 History of Architecture (3)	
ART 22 Visual Fundamentals: Two-Dimensional Design (3)	
ART 23 Design II: Three-Dimensional (3)	
FACS 56 Life Management (3)	
INTD 200 Interior Design Update (.5)	
ORNH 75 Basic Floral Design (2)	
PHOT 1A Photography I: Black & White (2)	
COOP 91 Interior Design Work Experience (1-3)	

**TOTAL CERTIFICATE UNITS** **36.5**

### **Associate Degree Requirements**

Certificate Requirements	36.5
General Education Requirements	21
Electives	2.5

**TOTAL DEGREE UNITS** **60**

### **INTERIOR DESIGN - ADVANCED**

The Interior Design - Advanced Program is no longer available as certificate and/or degree programs for students entering the college as of Fall 2004. See the class schedules for selected courses.

### **MARINE SCIENCE & 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 the Marine Science and Technology 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 a member of a team.
- Demonstrate knowledge of the marine environment.

#### **Certificate Requirements**

	<b><u>UNITS</u></b>
*MAST 10	Intro. to GIS, GPS, & Cartography 4
MAST 21	Ocean Data Collection & Visualization 4
MAST 31	Intro. to Marine Sci. & Technology 2
MAST 51	Practical Marine Oper. & Safety 2
MAST 55	Intro. to Submersible Tech. 4
*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)
*BIOL 13	Marine Biology (4)
ENGL 113	Intro. to Technical Writing (3)
MAST 11	Spatial Analysis & Adv. GIS Tech. (4)
MAST 12	Remote Sensing & Image Processing (4)
MAST 32	Aquatic Husbandry: Aquarium Tech. (2)
MAST 33	Aquatic Husbandry: Aquaculture & Mariculture (2)
MAST 34	Research Diving and Safety (4)
MAST 60	Intro. to Environmental Regs (2)

MAST 70	Intro. To Weather and Climate (3)
MAST 115	Guide Training for the Monterey Bay Aquarium (1.5)
MAST 116	Practical Exp. in Guide Trng. for the Mtry. Bay Aquarium (1)

*With department approval, other courses may be substituted for these electives, such as marine welding, advanced electronics, hydraulics or pneumatics.*

**TOTAL CERTIFICATE UNITS** **30**

#### **Associate Degree Requirements**

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
<i>With department approval, other courses may be substituted for courses listed immediately above.</i>	
*General Education Requirements	13
Electives	5

**TOTAL DEGREE UNITS** **60**

## MASSAGE THERAPY

(Certificate of Achievement and Associate in Science degree)

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

- Apply knowledge and skills in the theory and practice of therapeutic massage to perform, safely and effectively, a variety of techniques in order to produce a variety of physiological results in various populations.
- Communicate with clientele in a professional and ethical manner.
- Describe strategies for launching, building and managing a massage business.
- Identify various employment opportunities in the massage profession.
- Recognize the importance of continuing education as an integral component of professional growth.
- Apply self-care techniques to prevent burnout and injury.
- Apply for a business license in most California municipalities.
- Apply to sit for the National Certification Examination for Therapeutic Massage and Bodywork.

### Certificate Requirements UNITS

*ANAT 5	Basic Human Anatomy & Physiology	4
HLTH 5	Adv. First Aid & Emergency Care	2
PFIT 63	Fitness Anatomy and Kinesiology	2
PFIT 82	Therapeutic Massage I	4
PFIT 83	Therapeutic Massage II	4
PFIT 180	Massage Therapy Skills Lab	2
<i>Select one course from the following:</i>		2
PFIT 84	Sports Massage (2)	
PFIT 85	Clinical Massage (2)	
<i>Select one course from the following:</i>		3-4
HLTH 4	Healthy Living (3)	
MEDA 105	Medical Terminology (4)	
NUTF 1	Nutrition (3)	
<i>Select one course from the following:</i>		3
PSYC 1	General Psychology (3)	
PSYC 40	Human Sexuality (3)	
PSYC 50	Health Psychology (3)	
<i>Select three units from the following:</i>		3
PHED 41	Prevention & Care of Athletic Injuries (2)	
PHED 42	Athletic Training Field Experience (1)	
PFIT 92	Teaching Aide: Phys. Fitness (1-3)	
Any PFIT course 8 through 60 (.5-2)		

**TOTAL CERTIFICATE UNITS** **29-30**

### Associate Degree Requirements

Certificate Requirements	29-30
*General Education Requirements	17
Electives	13-14

**TOTAL DEGREE UNITS** **60**

## MEDICAL ASSISTING

### 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 auto-clave 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	
		<b>or</b> current valid CPR certificate
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

Certificate Requirements	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 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.

<b>Certificate Requirements</b>	<b>UNITS</b>
ANAT 5	Basic Human Anatomy and Physiology 4
HLTH 205	CPR for Health Professionals <b>or</b> 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)
<b>TOTAL CERTIFICATE UNITS</b>	<b>28-28.5</b>

### **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. (3)
FASH 55	Professional Image (1)
PSYC 50	Health Psychology (3)

## MEDICAL OFFICE PROCEDURES

(Certificate of Achievement and Associate in Science degree)

**Learning Outcomes:** Upon successful completion of the Medical Office Procedures 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 <b>or</b> 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>	
<i>Select one course from the following:</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**

### **Required Electives**

#### **Medical Reception Focus**

MEDA 110	Medical Office Management 3
<b>&amp; MEDA 112</b>	<b>Med. Ofc. Finances &amp; Comp. Apps. 2</b>

#### **OR**

#### **Medical Coding Specialist Focus**

MEDA 112	Med. Ofc. Finances & Comp. Apps. 2
<b>&amp; MEDA 113</b>	<b>Medical Procedure Coding 3</b>
<b>&amp; MEDA 115</b>	<b>Medical Diagnostic Coding 2</b>
<b>&amp; MEDA 118</b>	<b>Pharmacology &amp; Human Diseases 3</b>

#### **OR**

#### **Medical Insurance Specialist Focus**

MEDA 112	Med. Ofc. Finances & Comp. Apps. 2
<b>&amp; MEDA 113</b>	<b>Medical Procedure Coding 3</b>
<b>&amp; MEDA 114</b>	<b>Medical Insurance Management 2</b>
<b>&amp; MEDA 115</b>	<b>Medical Diagnostic Coding 2</b>
<b>&amp; MEDA 118</b>	<b>Pharmacology &amp; Human Diseases 3</b>

### **TOTAL REQUIRED ELECTIVE UNITS**

**5-12**

### **TOTAL CERTIFICATE UNITS**

**19-27.5**

### **Associate Degree Requirements**

Certificate Requirements:

Core Requirements and Required Electives	19-27.5
General Education Requirements	21
Electives	11.5-20

### **TOTAL DEGREE UNITS**

**60**



## MUSIC

(Certificate of Achievement and Associate in Arts degree)

<b>Certificate Requirements</b>		<b>UNITS</b>
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 MUSI 50B)		0-2
<i>Plus four semesters from one of the following areas:</i>		<i>4-8</i>
<b>Instrumental</b>		
MUSI 30	Concert/Community Band (1-2)	
MUSI 32	Jazz Ensemble (1)	
<b>Piano</b>		
MUSI 31	Piano Ensemble (1)	
<b>Vocal</b>		
MUSI 20	Chorus I (1-2)	
MUSI 22	Chamber Singers (1)	
<i>Plus four units from one of the following areas of coursework:</i>		<i>4</i>
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

(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 regulation 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.

Due to space limitations, completion of program prerequisites does not guarantee admission to the program. Preference may be given to local residents. Contact the Counseling Department or the School of Nursing for a detailed information packet.

**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 life-long learning.

### **Associate Degree Requirements**

#### **Prerequisite courses:**

Math competency		
ENGL 1A	Composition	3
ANAT 1	General Human Anatomy	2
ANAT 2	General Anatomy Lab	2
BIOL 25	Applied Microbiology Lecture	3
BIOL 26	Applied Microbiology Lab	1
*NURS 100	Pharmacology for Nursing	1.5
PHSO 1	General Human Physiology	3
PHSO 2	General Physiology Lab	2
*PSYC 25	Child and Adult Development	3

#### **General Education**

#### **Communication Skills:**

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

#### **Humanities:**

*Select one course from Monterey Peninsula College General Education Requirements list, Area C.* **3**

#### **Social Sciences:**

*Select one course from Monterey Peninsula College General Education Requirement list, Area D.* **3**

+SOC1 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

**TOTAL DEGREE UNITS**

**66.5**

\*Not required for qualified Advanced Placement LVN students.

+Recommended for BSN Transfer.

Advanced Placement LVN students must also take:

NURS 65 Nursing Role Transition (4 units), for a total of 49 units.

## 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 the Ornamental Horticulture 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.

<b>Certificate Requirements</b>	<b>UNITS</b>
*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>	<i>9</i>
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)	
ORNH 196 Current Topics in Orn. Hort. (.5)	
ORNH 201 Pesticide Appl. Lic. Exam Prep. (1)	
ORNH 203 Organic Vegetable Gardening (1)	
ORNH 204 Organic Gardening (2)	
ORNH 205 Botany for Gardeners (3)	
COOP 91 Orn. Hort. Work Experience (.5-4)	

**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)

### Maintenance Certificate Program

This program is designed to train individuals to perform the most common and necessary tasks for park maintenance. The required English and math skills are intended to prepare the student for successful job performance.

**Learning outcomes:** Upon successful completion of the Maintenance Certificate program, students will be able to:

- Perform core park maintenance skills in a safe and competent manner.
- Communicate effectively with park visitors, peers, and supervisors.
- Apply math skills needed to ensure accurate park maintenance work.
- Identify potential maintenance needs and address those needs with confidence and skills.

<b>Required courses</b>	<b>UNITS</b>
ENGL 111 Introduction to College Writing	3
<b>or</b> ENSL 10 Advanced Composition	
<b>or</b> ENGL 1A Composition	
Any other college-level English course	3
(Students will need to complete the college's English assessment program for advisement regarding these courses.)	
MATH 261 Beginning Algebra	4
<b>or</b> MATH 261X Beg. Algebra Lecture	
<b>&amp;</b> MATH 261P Beg. Algebra Problem Session	

*Select eight units from the following maintenance courses: 8*

PARK 130 Intro. to Cal. State Parks (1.5)	
PARK 133A Intermed. Park Carpentry Skls (1)	
PARK 133B Adv. Park Carpentry Skls (1)	
PARK 134A Intermed. Park Plumbing Skls (1)	
PARK 134B Adv. Park Plumbing Skls (1)	
PARK 135A Intermed. Park Elec. Skls (1)	
PARK 135B Adv. Park Elec. Skls (1)	
PARK 141 Park Landscape Maint. (1)	
PARK 142 Park Masonry Skls (1)	
PARK 145 Water Treatmt. Plant Operator (1.5)	
PARK 146 Water Cont. Ed. Wkshp (1)	
PARK 225 Haz. Mat. Maint. & Mgmt. (2)	
PARK 225A HazMat FRO (1)	
PARK 226 Bsc. Park Maint. Mgmt. (2)	
PARK 265 Hist. Struct. Maint. (1.5)	
PARK 271 Bsc. Park Carpentry Skls (1)	
PARK 273 Bsc. Park Elec. Skls (1)	
PARK 274 Bsc. Park Plumbing Skls (1)	

**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 the Park Ranger Apprenticeship 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. Program	5
PARK 240	Visitor Services. Field Trng.	3

## PHOTOGRAPHY

(Certificate of Achievement and Associate in Arts degree)

The Photography program prepares students for a career in the field and/or provides continuing education and personal enrichment opportunities. It is open to current and future photographers.

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

- Master the technical understanding of camera operation.
- Demonstrate proficiency in basic photographic skills such as film.
- Understand how different format cameras, lenses, and other photographic equipment work plus the various effects each item has on the resulting photograph.
- Explain conventional and alternative processes chemistry, how and why it works, and the myriad effects it has on a final image.
- Understand and describe the digital revolution in photography, including image capture, manipulation, and output.
- Recognize and appreciate accomplished photographers, especially women and persons of color, and the impact their work has had on the medium.
- Identify the relationships between photography and other media such as painting, printmaking and drawing.
- Explain the multiple conceptual trends in the history of photography and their impact on contemporary image-making.
- Develop a coherent portfolio of photographs that could be used as part of an application for advanced degrees or job opportunities.

### Certificate Requirements

		UNITS
PHOT 1A	Photography I: Black & White	3
PHOT 50	Portraiture Photography	3
PHOT 70	Digital Photography	3
PHOT 85	Alternative Processes (3)	3
or PHOT 88	Critique/Portfolio (3)	

Select six units from the electives below not used for the certificate requirement: 6

PHOT 1B	Photography II (3)
PHOT 1C	Photography III (3)
PHOT 22	History of Photography (3)
PHOT 53	Photojournalism (3)
PHOT 54	Documentary Photography (3)
PHOT 56	Photographic Lighting (3)
PHOT 85	Alternative Processes (3)
PHOT 86	Experimental Photography (3)
PHOT 87	Lensless Photography (3)
PHOT 88	Critique/Portfolio (3)
PHOT 90	Independent Study (1-3)
PHOT 93	Practicum: Photography (.5-2)

### 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 the Physical Education Aide 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

*ANAT 5	Basic Human Anatomy & Physiology	4
PHED 40	Careers in Physical Ed. & Fitness	3
PHED 41	Prevention & Care of Athletic Injuries	3
PSYC 1	General Psychology	3
<i>Select six units from the following:</i>		6

PFIT 8 through 30 Activity courses  
PHED 1A through 32 Activity & Intercollegiate Athletics courses

*Select one course from the following:* 3

SPCH 1 Intro. to Public Speaking (3)  
SPCH 2 Small Group Communication (3)

*Current Red Cross Advanced First Aid Card and CPR Card required*

*General Education Requirements	17
Electives	21

### TOTAL DEGREE UNITS

60

## REAL ESTATE

(Certificate of Achievement and Associate in Science degree)

<b>Certificate Requirements</b>		<b>UNITS</b>
*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 56	Real Estate Property Management	3
REAL 57A	Real Estate Appraisal I	3
<b>TOTAL CERTIFICATE UNITS</b>		<b>21</b>

### **Associate Degree Requirements**

Certificate Requirements		21
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		18
Electives		9
<b>TOTAL DEGREE UNITS</b>		<b>60</b>

## RESTAURANT MANAGEMENT

See HOSPITALITY, page 57.

## TECHNICAL WRITING

(Certificate of Completion offered by the English Department)

The Technical Writing program prepares students for employment in a wide range of technical writing careers. It is open to current and future technical writers.

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

- Identify and understand tasks technical writers and editors perform.
- Structure technical data into various formats.
- Communicate effectively with other writers, editors, and subject matter experts.
- Write technical documents for an identified audience.
- Conceive, budget for, plan, write and produce sets of instructions or other technical documents.
- Evaluate and prepare graphics for inclusion in technical documents.
- Perform various levels of editing and apply those levels appropriately to different editing situations and tasks in the technical writing field.
- Evaluate technical documents that may exceed the student's technical knowledge.

<b>Certificate Requirements</b>		<b>UNITS</b>
ENGL 113	Intro. to Technical Writing	3
ENGL 114	Technical Editing	3
ENGL 115	Adv. Technical Writing: Software Documentation	3
ENGL 116	Adv. Technical Editing	3
<b>TOTAL CERTIFICATE UNITS</b>		<b>12</b>

## 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.

<b>Associate Degree Requirements</b>		<b>UNITS</b>
WOMN/ENGL 11	Literature By and About Women	3
WOMN/HUMA 1	Intro. to Women's Studies	3
WOMN/HUMA/ART 4	Images of Women in the Arts	3
WOMN/PSYC 6	Psychology of Women	3
<i>Select one course from the following:</i>		3
WOMN/SOCI 9	Women 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 one course from the following:</i>		3
WOMN/ANTH/ETNC 30	Wom. in Cross-Cult'l Persp. (3)	
WOMN/ANTH/ETNC 31	Native Amer. Women (3)	
WOMN/ETNC 32	African-American Women (3)	
WOMN/ETNC 33	Mexican-American Women (3)	
WOMN/ETNC 34	Asian-American Women (3)	

<b>TOTAL UNITS</b>		<b>21</b>
General Education Requirements		21
Electives		18
<b>TOTAL DEGREE UNITS</b>		<b>60</b>

# UNIVERSITY STUDIES

## UNIVERSITY STUDIES

(Associate in Arts degree)

Requirements are based on California State University General Education (CSU-GE) requirements. (See page 74.)

### Associate Degree Requirements UNITS

<b>AREA A</b> - Communication and Critical Thinking:	9
<i>Choose one course from A1, A2, and A3.</i>	
A1 - Oral Communication	
A2 - Written Communication	
A3 - Critical Thinking	
<b>AREA B</b> - Physical Universe and Life Forms:	9
<i>Choose one course from B1, B2, and B4. At least one course from B1 or B2 must also be listed in B3.</i>	
B1 - Physical Science	
B2 - Life Forms	
B3 - Laboratory Activity	
B4 - Mathematical Concepts, Quantitative Reasoning and Applications	
<b>AREA C</b> - Arts, Literature, Philosophy and World Languages:	9
<i>Choose three units from C1 and three units from C2 and an additional three units from C1, C2, or World Languages.</i>	
C1 - Art, Dance, Drama, Music, Photography	
C2 - Literature, Humanities, Philosophy	
<b>AREA D</b> - Social, Political, and Economic Institutions:	9
<i>Choose one course from Historical Setting, one course from Political Institutions, and one course from Social, Economic Institutions.</i>	
<b>AREA E</b> - Lifelong Understanding and Self-Development:	3
<i>Choose three units.</i>	
Electives (Transferable courses numbered 1-99)	21
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## UNIVERSITY STUDIES

(Associate in Arts degree)

Requirements are based on Intersegmental General Education Transfer Curriculum (IGETC) requirements. (See page 75.)

### Associate Degree Requirements UNITS

<b>AREA 1</b> - English Communication:	6-9
<i>CSU: 3 courses required, one from each group</i>	
<i>UC: 2 courses required, one from Group A and one from Group B.</i>	
Group A: English Composition	
Group B: Critical Thinking	
Group C: Oral Communication	
<b>AREA 2</b> - Mathematical Concepts and Quantitative Reasoning:	3
<b>AREA 3</b> - Arts and Humanities:	9
<i>At least 3 courses, with at least one course from the Arts and one course from the Humanities.</i>	
Group A: Arts Courses	
Group B: Humanities Courses	
<b>AREA 4</b> - Social and Behavioral Science:	9
<i>At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.</i>	
<b>AREA 5</b> - Physical and Biological Sciences:	7
<i>At least 2 courses, one Physical Science and one Biological Science. One course must include a laboratory.</i>	
Group A: Physical Science	
Group B: Biological Science	

<b>AREA 6</b> - Languages other than English:	0-5
<i>(UC requirement only) Proficiency equivalent to two years of high school study in same language.</i>	
Electives (courses designated as UC transferable)	18-26
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## 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.

<b>Associate Degree Requirements</b>	<b>UNITS</b>
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
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## UNIVERSITY STUDIES AREAS OF EMPHASIS

- Anthropology**
- Art History**
- Art - Graphic Arts**
- Art - Studio**
- Astronomy**
- Biological Sciences**
- Business Administration**
- Chemistry**
- Communication Studies**
- Computer Science and Information Systems**
- Dance**
- Drama**
- Economics**
- Engineering**
- English**
- Ethnic Studies**
- Forestry**
- Geology**
- History**
- Hospitality Management**
- Liberal Studies**
- Mathematics**
- Music**
- Occupational Therapy**
- Oceanography**
- Philosophy**
- Photography**
- Physical Education**
- Physics**
- Political Science**
- Pre-Dentistry**
- Pre-Nursing**
- Pre-Physical Therapy**
- Psychology**
- Sociology**
- Wildlife**
- Women's Studies**
- World Languages**

Contact an MPC Counselor before selecting courses for area of emphasis.

<b>ANTHROPOLOGY</b>		<b>UNITS</b>
ANTH 2	Intro. to Physical Anthropology	3
ANTH 4	Intro. to Cultural Anthropology	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

<b>ART - GRAPHIC ARTS</b>		<b>UNITS</b>
ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
ART 22	Visual Fundamentals: Two-Dimensional Design	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 and Typography	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

<b>ART HISTORY</b>		<b>UNITS</b>
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 Africa, Oceania & Pre-Columbian Americas	3
ART 8	Survey of Asian Art	3
ART 9	History of Architecture	3

<b>ART - STUDIO</b>		<b>UNITS</b>
ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
ART 22	Visual Fundamentals: Two-Dimensional Design	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 are highly recommended choices.)

\*Does not transfer to UC

#### 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: Relief Printmaking	3
ART 37	Introduction to Monotypes	1.5-3
*ART 38A-C	Special Printmaking Techniques II	.5-1.5
*ART 55A-E	Special Painting Techniques I	.5
*ART 56A-E	Special Painting Techniques II	.5-1
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-E	Special Jewelry Techniques I	.5-1.5

*ART 84A	Jewelry and Metal Arts I	3
*ART 88A	Weaving I	3
*ART 89A-C	Small Scale Metals Techniques II	1-2

#### II. Drawing

ART 28B	Drawing and 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 and Painting	1.5
*ART 33A-E	Special Drawing Techniques I	.5
*ART 34A-C	Special Drawing Techniques II	.5
ART 36A	Printmaking I: Relief Printmaking	3
ART 37	Introduction to Monotypes	1.5-3
*ART 42	Illustration	3

#### III. Painting

ART 32	Landscape Drawing and Painting	1.5
ART 36A	Printmaking I: Relief Printmaking	3
*ART 42	Illustration	3
*ART 55A-E	Special Painting Techniques I	.5
*ART 56A-E	Special Painting Techniques II	.5-1
ART 57A	Watercolor I	3
ART 57B	Watercolor II	3
ART 58A	Painting I	3
ART 58B	Painting II	3
*ART 59	Mixed Media	1.5-3

#### IV. Ceramics

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	Intro. to Glaze Experimentation	1.5
*ART 76	Glaze Calculation	3
*ART 77	Ceramic Surface Design & Tech.	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 82A-E	Small Scale Metals Techniques I	.5-2
*ART 83A-E	Special Jewelry Techniques I	.5-1.5
*ART 84A	Jewelry and Metal Arts I	3
*ART 84B	Jewelry and Metal Arts II	1.5-3
ART 85A	Enameling I	1.5
ART 85B	Enameling II	1.5
ART 85C	Torch Enameling	.5
ART 86A	Lapidary I	1.5
ART 86B	Lapidary II	1.5
ART 87A	Stone Setting	1.5
ART 87B	Alternative Stone Setting Devices	1
*ART 89A-C	Small Scale Metals Techniques II	1-2

#### 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
*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 88A	Weaving I	3
*ART 88B	Weaving II	3

### VIII. Cinema/Video

*ART 45	Intro. to Computers for Graphic Arts	4
*ART 46	Intro. to Photoshop	4
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: Black and White	3

### IX. Printmaking

ART 24	Color fundamentals	3
ART 28B	Drawing and Composition II	3
*ART 35A-E	Special Printmaking Techniques I	.5
ART 36A	Printmaking I: Relief Printmaking	3
ART 36B	Printmaking II: Intaglio Printmaking	3
ART 37	Introduction to Monotypes	1.5-3
*ART 38A-E	Special Printmaking Techniques II	.5-1.5

### ASTRONOMY

		UNITS
ASTR 10	Introduction to Astronomy	3
ASTR 10L	Introduction to Astronomy Lab	1
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
MATH 20A	Calculus with Analytic Geometry I	4
MATH 20B	Calculus with Analytic Geometry II	4
PHYS 3A	Science & Engineering Physics I	4
PHYS 3B	Science & Engineering Physics II	4

### BIOLOGICAL SCIENCES

		UNITS
BIOL 21	Concepts in Biology I	5
BIOL 22	Concepts in Biology II	5
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
PHYS 2A	General Physics I	4
PHYS 2B	General Physics II	4

This area of emphasis is appropriate also for Pre-Medicine, Pre-Pharmacy, and Pre-Veterinary Medicine.

### BUSINESS ADMINISTRATION

		UNITS
BUSI 1A	Financial Accounting	3
BUSI 1B	Managerial Accounting	3
BUSI 18	Business Law	3
CSIS 1	Intro. to Comp. Sci. & Info. Sys.	3
ECON 2	Principles of Economics: Macro	3
ECON 4	Principles of Economics: Micro	3
MATH 16	Elementary Statistics	3
MATH 17	Finite Mathematics	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 an MPC counselor for General Education Requirements.

### COMMUNICATION 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

\*Does not transfer to UC.

### 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 56	Java	3
CSIS 80	Introduction to UNIX	3
MATH 20A	Calculus w/Analytic Geometry I	4
MATH 20B	Calculus w/Analytic Geometry II	4
MATH 40	Discrete Math	3

### DANCE

		UNITS
ANAT 5	Basic Human Anat. & Physiology	4
DANC 10A	Modern Dance I	1
DANC 10B	Modern Dance II	1
DANC 11A	Jazz Dance I	1
DANC 11B	Jazz Dance II	1
DANC 11C	Jazz Dance III	1
DANC 12A	Ballet I	1
DANC 12B	Ballet II	1
DANC 12C	Ballet III	1
DANC 17A	Tap Dance I	1

Select six units from the following:

DANC 2	Dance Skills I (.5)	6
DANC 3	Dance Skills II (.5)	
DANC 4	Dance Skills III (.5)	
DANC 14	Ballroom (.5)	
DANC 15	Ethnic Dance Forms (1)	
DANC 16	Flamenco Dance (.5)	
DANC 17B	Tap II (.5)	
DANC 17C	Tap III (.5)	
DANC 20	Dance Production (1.5)	
DANC 21	Intro. to Repertory (1)	
*DANC 53	Wellness in Motion (.5)	
*DANC 92	Teaching Aide (1)	
*DANC 93.1	Modern Dance Practicum (1)	
*DANC 93.2	Jazz Dance Practicum (1)	
*DANC 93.3	Ballet Dance Practicum (.5)	
PFIT 9	Personal Fitness (1)	
PFIT 18A	Dance Aerobics (.5)	

PFIT 21	Flexibility & Relaxation Techniques (.5)
PFIT 51	Fitness & Wellness Strategies (2)

\*Does not transfer to UC.

<b>DRAMA</b>		<b>UNITS</b>
DRAM 1	Drama Appreciation	3
DRAM 5	Film Appreciation	3
*DRAM 7A	Writing for Theatre I	3
DRAM 11	Voice and Oral Interpretation	3
DRAM 15A	Beginning Acting	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

Select no more than 3 units from the following: 3

DRAM 13	Audition Techniques for the Stage (2)	
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 64	Rehearsal and Performance – Musical (2)	
DRAM 65	Rehearsal and Performance – Comedy (2)	
DRAM 67	Rehearsal and Performance – Original (2)	
DRAM 68	Rehearsal and Performance – Drama (2)	
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)	

\*Does not transfer to UC

<b>ECONOMICS</b>		<b>UNITS</b>
+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
MATH 20A	Calculus w/Analytic Geometry I	4
MATH 20B	Calculus w/Analytic Geometry II	4

+Not recommended for UC transfer.

<b>ENGINEERING</b>		<b>UNITS</b>
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
ENGR 1	Introduction to Engineering	2
ENGR 2	Engineering Graphics w/ Descriptive Geom.	3
ENGR 8	Engineering Statics	3
ENGR 12	Engineering Circuits	3
ENGR/MATH14	Fortran for Scientific & Math Programming	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 & Engineering Physics I	4
PHYS 3B	Science & Engineering Physics II	4
PHYS 3C	Science & Engineering Physics III	4

<b>ENGLISH</b>		<b>UNITS</b>
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 World Language 1B 5

Select at least two courses from the following: 6

COMM 5	Mass Media Methods (3)	
*COMM 8	Writing for Mass Media (3)	
ENGL 2	Composition and Critical Thinking (3)	
ENGL 10	Literature By and About Men (3)	
ENGL 11	Literature By and About Women (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)	

\*Does not transfer to UC.

<b>ETHNIC STUDIES</b>		<b>UNITS</b>
ETNC 5	African-American Arts & Jazz	3
ETNC 10	Intercultural Relations in Amer. Soc.	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 Mex. & Cent. Amer.	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

### **FORESTRY**

Contact an MPC counselor for list of courses recommended.

<b>GEOLOGY</b>		<b>UNITS</b>
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
GEOL 2	Introductory Geology	3
GEOL 2L	Introductory Geology Lab	1
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



<b>HISTORY</b>		<b>UNITS</b>
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
<i>Select at least two courses from the following:</i>		6
HIST 2	History of Asia (3)	
HIST 7	The Ancient World: World Civ. to 1500 (3)	
HIST 8	The Modern World: World Civ. Since 1500 (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 47	History of the Ancient Mediterranean & Near East (3)	
HIST 48	History of the Middle East (3)	

<b>HOSPITALITY MANAGEMENT</b>		<b>UNITS</b>
BUSI 1A	Financial Accounting	3
BUSI 1B	Managerial Accounting	3
CSIS 1	Intro. to Comp. Sci. & Info. Syst.	3
ECON 2	Principles of Economics: Macro	3
ECON 4	Principles of Economics: Micro	3
HOSP 51	Introduction to Hospitality Industry	3
HOSP 52	Guest Services Management	3
HOSP 53	Food Service Management	3
MATH 16	Elementary Statistics	3

<b>LIBERAL STUDIES</b>		<b>UNITS</b>
Contact an MPC counselor for list of courses recommended.		

<b>MATHEMATICS</b>		<b>UNITS</b>
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

<b>MUSIC</b>		<b>UNITS</b>
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
<i>Select at least one course each semester in performance:</i>		
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
<i>Select at least one course each semester:</i>		
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	Performance Workshop: String Ensemble	1
MUSI 60.3	Performance Workshop: Chamber Music	1

<b>OCCUPATIONAL THERAPY</b>		<b>UNITS</b>
Contact an MPC counselor for list of courses recommended.		

<b>OCEANOGRAPHY</b>		<b>UNITS</b>
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
OCEN 2	Introductory Oceanography	4
PHYS 3A	Science & Engineering Physics I	4
PHYS 3B	Science & Engineering Physics II	4

<b>PHILOSOPHY</b>		<b>UNITS</b>
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)	

<b>PHOTOGRAPHY</b>		<b>UNITS</b>
PHOT 1A	Photography I: Black & White	3
*PHOT 50	Portraiture Photography	3
*PHOT 70	Digital Photography	3
*PHOT 85	Alternative Processes (3)	3
or *PHOT 88	Critique/Portfolio (3)	
<i>Select six units from the following:</i>		6
*PHOT 1B	Photography II (3)	
*PHOT 1C	Photography III (3)	
PHOT 22	History of Photography (3)	
*PHOT 53	Photojournalism (3)	
*PHOT 54	Documentary Photography (3)	
*PHOT 56	Photographic Lighting (3)	
*PHOT 85	Alternative Processes (3)	
*PHOT 86	Experimental Photography (3)	
*PHOT 87	Lensless Photography (3)	
*PHOT 88	Critique/Portfolio (3)	
*PHOT 90	Independent Study (1-3)	
*PHOT 93	Practicum: Photography (.5-2)	
*Does not transfer to UC.		

<b>PHYSICAL EDUCATION</b>		<b>UNITS</b>
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
PHED 40	Careers in Phys. Ed. & Fitness	3
PHSO 1 & 2	General Human Physiology & Lab	5
PSYC 1	General Psychology	3

<b>PHYSICS</b>		<b>UNITS</b>
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
PHYS 3A	Science & Engineering Physics I	4
PHYS 3B	Science & Engineering Physics II	4
PHYS 3C	Science & Engineering Physics III	4

<b>POLITICAL SCIENCE</b>		<b>UNITS</b>
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
POLS 5	Politics of the Developing Countries (3)	
POLS 6	Asian Powers: China & Japan (3)	
POLS 8	Politics of Transition in the Post-Communist Era (3)	
POLS 9	Crit. Think. & Contemp. Legal Issues (3)	
POLS 10	Women in American Government (3)	
POLS 16	African-Americans in Amer. Gov. (3)	

### **PRE-DENTISTRY**

Contact an MPC counselor for list of courses recommended.

<b>PRE-NURSING</b>		<b>UNITS</b>
ANAT 1 & 2	General Human Anatomy & Lab	4
BIOL 25 & 26	Applied Microbiology & Lab	4
CHEM 30A	Intro. to Chem. for Health Sci.	4
CHEM 30B	Organic & Biological Chem. for Health Sci.	4
PHSO 1 & 2	General Human Physiology & Lab	5

*Note: Contact an MPC counselor for list of courses recommended.*

<b>PRE-PHYSICAL THERAPY</b>		<b>UNITS</b>
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
PSYC 1	General Psychology	3

*Note: Contact an MPC counselor for list of courses recommended.*

<b>PSYCHOLOGY</b>		<b>UNITS</b>
PSYC 1	General Psychology	3
PSYC 3	Introduction to Social Psychology	3
PSYC 6	Psychology of Women	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 50	Health Psychology	3

\*Does not transfer to UC

<b>SOCIOLOGY</b>		<b>UNITS</b>
ANTH 4	Intro. to Cultural Anthropology	3
MATH 16	Elementary Statistics	3
SOCI 1	Humanity & Society	3
SOCI 2	Contemporary Social Problems	3
SOCI 3	Introduction to Social Psychology	3
SOCI 9	Women in Contemp. Soc.	3
SOCI 40	Marriage and Family Life	3

### **WILDLIFE**

Contact an MPC counselor for list of courses recommended.

<b>WOMEN'S STUDIES</b>		<b>UNITS</b>
WOMN/ENGL 11	Literature By and About Women	3
WOMN/HUMA 1	Intro. to Women's Studies	3
WOMN/HUMA/ART 4	Images of Women in the Arts	3
WOMN/PSYC 6	Psychology of Women	3
<i>Select at least one course from the following:</i>		3
WOMN/SOCI 9	Women 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	Wom. in Cross-Cultural 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)	

<b>WORLD LANGUAGES</b>		<b>UNITS</b>
FLAN 1A	Elementary World Language I	5
FLAN 1B	Elementary World Language II	5
FLAN 2A	Intermediate World Language	5
FLAN 2B	Advanced World Language	5
FLAN 5	Literature of Foreign Lang.	
	Speaking World	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.

**Communication Skills: 6 units**

**A1 English Composition - 3 units**

English 1A, 111; English as a Second Language 10

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_ CLEP \_\_\_\_\_

**A2 Communication & Analytical Thinking - 3 units**

Business 22, 42, 110; Computer Science & Information Systems 1, 10A; Engineering 14; English 2;

Marine Science and Technology 10; Mathematics 10, 12, 13, 14, 16, 17, 18, 20A, 261, 261X & 261P, 262, 263;

Personal Development 54; Philosophy 6, 10; Political Science 9; Social Science 10; Speech Communication 1, 2, 3, 54

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_ CLEP \_\_\_\_\_

**A**

**Natural Science: 3 units (must include lab)**

Anatomy 1 & 2, 5; Astronomy 10 & 10L, 21;

Biology 10, 13, 22, 25 & 26, 31 & 32, 35, 50; Chemistry 1A, 2, 10 & 10L, 30A;

Geology 2 & 2L, 8, 10; Oceanography 2; Physics 2A, 3A, 10; Physiology 1 & 2

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_ CLEP \_\_\_\_\_

**B**

**Humanities: 3 units**

American Sign Language 1A, 1B, 2A; 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, 10, 17, 18, 22, 24, 38, 40, 42, 44, 45, 46, 47, 49;

English as a Second Language 10; Ethnic Studies 5;

Gentrain 1-15, 20-23; Humanities 1, 4, 10, 30, 40; Music 1, 2, 3, 4, 10A, 14A;

Philosophy 2, 4, 5, 13, 40, 54; Photography 1A, 10, 22; Speech Communication 4;

Women's Studies 1, 1B, 4, 40, 54; World Languages All 1A, 1B, 2A, 2B, 5, 225A, 225B;

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_ CLEP \_\_\_\_\_

**C**

**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, 7, 8, 12, 13, 15, 17, 18, 20, 36, 40, 47, 48, 50; Political Science 1, 2, 4, 5, 6, 8, 10, 16;

Psychology 1, 3, 6, 25, 33, 35, 38, 40; Social Science 50; Sociology 1, 2, 9, 40;

Women's Studies 6, 9, 10, 12, 13, 30, 31, 32, 33, 34

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_ CLEP \_\_\_\_\_

**D**

**Life-Long Learning and Self-Development: 3 units**

E1: Wellness

Adapted Physical Education 8, 9, 12, 13, 14, 15, 16, 17; Biology 30, 31; Dance 1-21, 53; Family And Consumer Science

56; Health 4, 7; Nautical Science 5; Nutrition And Food 1; Physical Education 1A-17, 59, 60; Physical Fitness

8-22B, 30, 50, 51; Psychology 25; Women's Studies 7

E2: Introduction to Careers

Administration of Justice 2; Art 28A, 30A, 36A, 57A, 58A; Automotive Technology 100; Aviation 102; Business 1A, 20,

44, 62, 80, 120A; Business Skills Center 100A, 104A, 108C, 110A, 117A, 119A; Dental Assisting 100; Drafting 100;

Drama 21A; Education 1; Fashion 50; Fire 100; Hospitality 51; Human Services 50; Library Services 60; Medical

Assisting 100; Music 17A, 20, 44, 48A, 50A, 55A; Nautical Science 50; Ornamental Horticulture 51, 52; Personal

Development 50, 51, 71, 72; Physical Education 40, 50; Real Estate 50

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_ CLEP \_\_\_\_\_

**E**

**Intercultural Studies: 3 units**

Anthropology 11; Business 38; Drama 4; English 40; Ethnic Studies 10;

History 12; Humanities 30; Speech Communication 4; Women's Studies 12

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_ CLEP \_\_\_\_\_

**F**

**For AA/AS Graduation** a. Reading Proficiency ENGL 1A or 112 or ENSL 55  
b. Writing Proficiency ENGL 1A or 111 or ENSL 10  
c. Math Proficiency MATH 261 or higher

A minimum of 48 semester units in General Education are required for a degree: 9 semester units must be at the upper division level. This pattern is designed to satisfy the 39 units of lower division general education requirement to any of the CSU campuses. A course may be listed in more than one area, but can be used to satisfy the requirement in only one area.

**A**

**Communication and Critical Thinking: 9 units**

Choose one course from A1, A2 and A3

**A1 Oral Communication**

Personal Development 54; Speech Communication 1, 2, 3, 54

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**A2 Written Communication**

English 1A

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**A3 Critical Thinking**

English 2; Philosophy 6, 10; Political Science 9; Social Science 10

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**B**

**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, 30B; Geology 2 & 2L, 8; Oceanography 2; Physics 2A, 3A, 10

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**B2 Life Forms**

Anatomy 1, 2, 5; Anthropology 2; Biology 10, 13, 21, 22, 30, 31, 35, 36; Physiology 1, 2

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**B3 Laboratory Activity**

Anatomy 2, 5; Astronomy 10 & 10L, 21; Biology 10, 13, 21, 22, 32; Chemistry 1A, 2, 10 & 10L, 30B; Geology 2 & 2L, 8; Oceanography 2; Physics 2A, 3A, 10; Physiology 2

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**B4 Mathematical Concepts, Quantitative Reasoning and Applications**

Mathematics 10, 13, 16, 17, 18, 20A, 20B

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**C**

**Arts, Literature, Philosophy and World Languages: 9 units**

Choose three units from C1; three units from C2; and three units from C1, C2, or World Languages.

**C1 Art, Dance, Drama, Music, Photography**

Art 1, 2, 3, 4, 6, 7, 8, 9, 51; Drama 1, 4, 5, 11, 53; Ethnic Studies 5; Gentrain 1-15 (6 unit limit);

Music 1, 2, 3, 10A, 10B; Photography 1A, 10; Women's Studies 4

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**C2 Literature, Humanities, Philosophy**

Communication 5; English 1B, 17, 18, 22, 24, 38, 40, 42, 44, 45, 46, 47, 49; Gentrain 1-15, 20-23 (6 unit limit);

History 7, 8, 47; Humanities 1, 4, 10, 30, 40; Philosophy 2, 4, 5, 13, 40, 54; Women's Studies 1, 1B, 4, 40, 54

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**World Languages (one course only)**

American Sign Language 1A, 1B; Arabic 1A, 1B; Chinese 1A; French 1A, 1B, 2A, 2B; German 1A, 1B, 2A, 2B;

Italian 1A, 1B; Japanese 1A, 1B; Russian 1A, 1B; Spanish 1A, 1B, 2A, 2B, 5

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**D**

**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

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**Political Institutions**

Political Science 1, 10; Women's Studies 10

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**Social, Economic Institutions**

Anthropology 2, 4, 6, 10, 11, 20, 21, 22, 30, 31; Biology 38; Economics 1, 2, 4, 5;

Ethnic Studies 10, 16, 18, 20, 21, 30, 31, 32, 33, 34; Gentrain 1-15, 20-23 (6 unit limit); Geography 2, 4, 5;

History 2, 4, 5, 7, 8, 13, 15, 20, 36, 40, 47, 48; Political Science 2, 3, 4, 5, 6, 8, 9, 16;

Psychology 1, 3, 6, 25, 38, 40, 50; Social Science 50; Sociology 1, 2, 3, 9, 40;

Speech Communication 4; Women's Studies 6, 9, 13, 30, 31, 32, 33, 34

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

**E**

**Lifelong Understanding and Self-Development: 3 units**

Biology 31, 38; Business 22; Child Development 60; Family and Consumer Science 56; Health 4, 7;

Humanities 10; Nutrition and Food 1; Personal Development 50, 51; Philosophy 4;

Physical Fitness 51\*; Psychology 1, 6, 25, 38, 40, 50, 57, 60; Sociology 1, 40, 60; Women's Studies 6, 7

\*Accepted only if 1 unit in PFIT 10, 18A, 21 or 22A is also completed

Course from other college \_\_\_\_\_

Advanced placement \_\_\_\_\_

Completion of 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. All courses must be completed with grades of 'C' or better. (A grade of 'C-' is not acceptable.)

<b>1</b>	<p><b>AREA 1 - ENGLISH COMMUNICATION</b>            CSU - 3 courses required, one from each group below. UC - 2 courses required, one from Group A and one from Group B.</p> <p><b>Group A: English Composition • 1 course, 3 semester units</b>            English 1A  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p> <p><b>Group B: Critical Thinking - English Composition • 1 course, 3 semester units</b>            English 2  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p> <p><b>Group C: Oral Communication (CSU requirement only) • 1 course, 3 semester units</b>            Speech Communication 1  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p>
<b>2</b>	<p><b>AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING • 1 course, 3 semester units</b>            Math 10, 13, 16, 17, 18, 20A, 20B  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p>
<b>3</b>	<p><b>AREA 3 - ARTS and HUMANITIES</b>            At least 3 courses, with at least one course from the Arts and one course from the Humanities • 3 courses, 9 semester units</p> <p><b>Group A: Art courses:</b>            Art 1, 2, 3, 4, 6, 7, 8, 9; Drama 1, 5, 53; Ethnic Studies 5; Humanities 4; Music 1, 2, 3, 10A, 10B; Women's Studies 4  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p> <p><b>Group B: Humanities courses:</b>            Art 4; Drama 4; English 1B, 10, 17, 18, 22, 24, 38, 40, 42, 44, 45, 46, 47, 49; Ethnic Studies 11; French 2A, 2B; Gentrain 20, 21, 22, 23; German 2A, 2B; History 2, 4, 5, 7, 8, 11, 12, 13, 15, 17, 18, 36, 47, 48; Humanities 1, 4, 10, 30, 40; Japanese 2A; Philosophy 2, 4, 5, 13, 40; Spanish 2A, 2B; Women's Studies 1, 1B, 4, 12, 13, 40  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p>
<b>4</b>	<p><b>AREA 4 - SOCIAL and BEHAVIORAL SCIENCES</b>            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; Child Development 1; Economics 1, 2, 4, 5; Ethnic Studies 10, 11, 16, 18, 20, 21, 30, 31, 32, 33, 34; Geography 2, 4, 5; History 2, 4, 5, 7, 8, 11, 12, 13, 15, 17, 18, 20, 36, 47, 48; Political Science 1, 2, 3, 4, 5, 8, 9, 10, 16; Psychology 1, 3, 6, 25, 35, 40; Sociology 1, 2, 3, 9, 40; Speech Communication 4; Women's Studies 6, 9, 10, 12, 13, 30, 31, 32, 33, 34  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p>
<b>5</b>	<p><b>AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES</b>            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</p> <p><b>Group A: Physical Science courses:</b>            Astronomy 10 &amp; 10L; Chemistry 1A(L), 2(L), 10 &amp; 10L; Geology 2 &amp; 2L, 8; Oceanography 2(L); Physics 2A(L), 3A(L), 10(L)  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p> <p><b>Group B: Biological Science courses:</b>            Anatomy 5(L); Anthropology 2; Biology 10(L), 13(L), 21(L), 22(L), 30, 31, 35, 36; Physiology 1, 2(L)  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p>
<b>6</b>	<p><b>LANGUAGES OTHER THAN ENGLISH</b>            (UC requirement only) Proficiency equivalent to two years of high school study in same language            Any 1A world language course; American Sign Language 1A            Completed at high school _____  <b>Course from other college</b> _____ <b>Advanced placement</b> _____</p>
<b>7</b>	<p><b>CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS</b>            (Not part of IGETC; may be completed prior to transfer) 6 units, one course from Group 1 and one course from Group 2</p> <p><b>Group 1.</b> Political Science 1, 10; Women's Studies 10  <b>Group 2.</b> Ethnic Studies 11; History 11, 12, 17, 18; Women's Studies 12  <i>Note:</i> Courses used to meet this requirement may not be used to satisfy requirements for IGETC. Completed _____</p>

# Transfer Information

## **Admission to California Public University System**

### **California State University (CSU)**

Bakersfield, Channel Islands, Chico, Dominguez Hills, Fresno, Fullerton, Hayward, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus

### **Lower-Division Transfer Admission Requirements**

*Some campuses may restrict enrollment of lower division transfer students. Contact the campus of your choice to determine if there are admission limits. You are eligible for admission with fewer than 60 transferable semester units (90 quarter units) if you:*

- Have a college grade point average of 2.00 or better in all transferable college units attempted;
- Are in good standing at the last college or university attended, i.e., you are eligible to re-enroll;
- Meet the requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies you had in high school if you did not complete the 15-units pattern of college preparatory subjects;
- Submit your high school transcript and official test scores;
- Meet the eligibility index required of a freshman (if you do not meet the eligibility index it is recommended that you continue your education at a community college and complete 60 or more units. See upper division transfer requirements listed below);
- Some campuses require completion of English composition and general education mathematics. Lower-division transfer students will be required to take the English Placement Test (EPT) and the Entry Level Mathematics Test (ELM) if they are not exempt based on SAT I or ACT scores (see exemptions in the freshman section of the CSU application) or have not completed the appropriate English and math college-level course with grade of "C" or better.
- File an application for admission during the priority filing period. Check [www.csumentor.org](http://www.csumentor.org) for filing periods and campus availability. Submit official transcripts from ALL colleges and universities that you attended, even if no work was completed; this includes college work while in high school.

### **Upper-Division Transfer Admission Requirements (advanced standing or "junior")**

You are eligible for admission with 60 or more transferable semester units (90 quarter units) if you:

- Have a college grade point average of 2.00 or better (2.40 for non-California residents) in all transferable college units attempted;
- Are in good standing at the last college or university attended, i.e., you are eligible to re-enroll;
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent

to general education requirements with a grade of "C" or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college-level mathematics;

- Upper-division transfer students who have completed English composition (English 1A) and college-level math courses (Math 263 or higher) with grades of "C" or better are exempt from the English Placement Test (EPT) and the Entry Level Mathematics Test (ELM). Math and English requirements must be completed prior to enrolling at CSU campus. Some campuses will not accept math and English coursework completed during the summer semester just prior to fall enrollment;
- File an application for admission during the priority filing period. Check [www.csumentor.org](http://www.csumentor.org) for filing periods and campus availability. Filing online is the preferred method. Submit official transcripts from ALL colleges and universities that you attended, even if no work was completed; this includes college work while in high school.

### **Additional CSU Admission Requirements for Impacted Majors or Programs**

The CSU designates major programs as impacted when more applications are received than can be accommodated. This includes all majors at San Luis Obispo (SLO) and most majors at San Diego. Impacted programs will be subject to supplementary admission criteria and you must apply during the initial filing period. These programs may refuse admission to otherwise qualified students. Several majors are impacted at one or more campuses, but not at all of the campuses offering the major. You can maximize your opportunities by considering a second choice campus. Detailed information is available at <http://www.calstate.edu/ar/csureview/>.

All CSU admission information is from the 2005-2006 California State University (CSU) undergraduate application.

### **University of California (UC)**

Berkeley, Davis, Irvine, Merced, Riverside, San Diego, San Francisco, Santa Barbara, Santa Cruz

*Some campuses may restrict applications of lower division transfer students or those with too many upper division units. Contact the campus of your choice to determine if there are admission limits.*

Freshman eligibility for admission is dependent upon the completion of certain high school subject requirements, including English, a language other than English, mathematics, U.S. history, U.S. government, laboratory science, and visual and performing arts (beginning 2004) and satisfying the scholarship requirement and examination requirements (see Eligibility Index in UC application). MPC students qualifying for admission upon graduation from high school (satisfied the subject, scholarship and exam requirements) may transfer at any time they have a "C" (2.0) average in all college work transferable to the University of California.

A transfer applicant, according to the University of California, is a student who has graduated from high school and enrolled in a regular session at another college or university. According to this definition, a student cannot disregard his or her college record and apply as a freshman.

MPC transfer students not eligible for admission upon graduation from high school must complete a pattern of courses that satisfies the transfer admission requirements listed below, earning a grade of "C" or better in each course. Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) may meet this course pattern (see IGETC on page 75).

1. Complete 60 semester (90 quarter) units of UC transferable college credit with a GPA of at least 2.4 (no more than 14 semester/21 quarter units may be taken Credit/No Credit); and
2. Two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
3. One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
4. Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities the social and behavioral sciences, and the physical and biological sciences.
5. File an application for admission during the priority filing period. Check [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply) for filing periods and campus availability. Filing online is the preferred method. If you are admitted, submit official transcripts from ALL colleges and universities that you attended, even if no work was completed; this includes college work while in high school. Some campuses may ask for transcripts prior to admission.

### **Additional UC Admission Requirements**

If a particular campus or major receives more applicants than spaces available, the campus will use additional admission criteria or requirements. Always check with the campus of your choice for specific requirements. Fulfilling prerequisites in your major (some campuses will NOT consider an alternate major, while others encourage it – check your preferred campus), choosing alternate campuses and completing more than minimum requirements may increase your chances of UC admission.

All UC admission information is from the 2005-2006 University of California undergraduate application.

### **CSU/UC Course Agreements Online at ASSIST**

Comprehensive articulation information, including transferable course agreements (TCAs) for all California community colleges is available at [www.assist.org](http://www.assist.org). ASSIST provides access to the most current articulation agreements between UC, CSU and the California community colleges. ASSIST includes the general education requirements, IGETC, major preparation, links to the application websites and will be updated periodically.

## **Transfer Admission Agreement**

The Transfer Admission Agreement (TAA) program at Monterey Peninsula Colleges 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. MPC currently has TAA's with UC Davis, UC Santa Cruz, UC Santa Barbara, UC Riverside, San Jose State, San Francisco, Monterey Bay, Santa Clara University, Chapman University and Golden Gate University. TAA requirements can vary and are subject to change.

The student will have completed at least 30 transferable units at the time of submittal and have maintained and will maintain the required GPA (differs for each institution) in all transferable units. The process begins in the fall semester one year prior to the planned transfer. Interested students should begin the process early and contact the Counseling Department to schedule a counseling appointment.

## **General Education Requirements**

MPC students who plan to transfer to a University of California or California State University campus in advanced standing (also called upper-division or junior level) should satisfy as many university general education and major requirements (prerequisites) as possible before transferring. Catalogs for all UC/CSU campuses are available in the Career/Transfer Resource Center and can be consulted for lower division courses required for selected majors. 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 and check [www.assist.org](http://www.assist.org) for articulation agreements.

### **CSU General Education Pattern**

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements at any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and to a university's GE/Breadth requirements. This can be a good option if you know you want to transfer to a CSU but you do not know which campus you will attend, or if you know which campus you will attend but do not know which major you will pursue.

The GE-Breadth program is designed to educate students to: think, write, and speak clearly and logically; reason quantitatively; gain knowledge about the human body and mind; the development and functioning of human society, the physical and biological world, and human cultures and civilizations; and develop an understanding of the principles, methods, and values of human inquiry.

It is important to note that CSU GE-Breadth certification is not an admission requirement, nor does completion guarantee admission to the campus or program of choice. The GE-Breadth program requires that students who select this option complete at least 48 semester units of general education to receive the baccalaureate degree. At least nine of

these units must be upper-division level and taken at the university. All transfer applicants with 60 or more transferable semester units will be expected to have completed Area A (3 courses from Communication and Critical Thinking) and Area B4 (mathematics). 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

**“GE Certification”** is the official notification from a California community college that a transfer student has completed courses fulfilling lower division general education requirements. Up to 39 of the 48 GE-Breadth units required can be transferred from and certified by a California community college or other certifying institution. Transferring students should request that a Certification of General Education Requirements be sent, with an official transcript, to the CSU. The certification should be requested during the last semester/session of attendance and after the acceptance to the CSU. If students do not complete the general education requirements for certification before transferring, the courses they complete may be reviewed differently at the universities to which they transfer. Contact a counselor for information regarding partial certification.

### **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; pattern is outlined on page 75. Courses must be completed for all areas with a grade of “C” or better. It should be noted that completion of the IGETC is neither a requirement for transfer to CSU or UC nor is it the only way to fulfill the lower division general education requirements prior to transfer. Students pursuing majors that require extensive lower division preparation (e.g., science, engineering, arts) 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 UC or CSU campus. Counselors are available to help students decide which pattern to follow.

**“IGETC Certification”** Once all requirements have been completed, the transferring student should request that a certification of the IGEC 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 IGETC.” Students must still complete all admission requirements for transfer: Areas 1A, B, C and Area 2.

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 to transfer, but another language may be required for CSU graduation. Check your campus of choice.

## ***Transfer to Local Private Universities***

### **Chapman University (Monterey Campus) General Education Requirements**

Chapman University recognizes the full CSU GE and IGETC certifications as meeting all Chapman University College General Education Requirements other than the Junior Writing Proficiency Requirement and the LBSU 300 course requirement provided it is completed prior to matriculation.

Chapman accepts courses numbered 1-99 that are considered CSU and/or UC transferable, excluding internships, practicum, work experience, field experience, preparatory skill, and technical/vocational type courses.

To view course-to-course equivalencies go to Chapman homepage [www.chapman.edu](http://www.chapman.edu) and log on to WebAdvisor for Guests, accessible through QuickLinks or Student Resources menus. Select Search for CUC Transfer Courses by Institution.

### **Golden Gate University General Education Requirements**

MPC Students may transfer up to 70 units to GGU. Students transferring 70 units can complete a bachelor degree in 18 classes at GGU. This can be accomplished in less than 2 years. The following is a breakdown of MPC classes that meet GGU transfer requirements for undergraduate degree seeking students. Only courses with grades of “C” or better will transfer.

**Basic Proficiencies:** ENGL 1A & 1B; ENGL 2; Speech Communication 1, 2, 3 or 54; Math 16; CSIS 1; Math 13 (for BBA, BSIT & BS ACCT) or Math 263 (for BA MGT).

**Major Foundation:** BUSI 1A; BUSI 1B; ECON 2; ECON 4. For BBA take all 4; for BA MGT take any 2 of 4; for BS ACCT take all except BUSI 1B; for BSIT take BUSI 1A & ECON 4.

**General Electives:** Students may transfer up to 48 units of general electives from MPC to GGU, depending on the degree program.

**Liberal Studies Core:** One course from each area (Arts, History, Humanities, Literature, Philosophy, Physical Science, and Social/Behavioral Science) for a total of 21 units. For a list of specific courses that meet these requirements, see the information on GGU in the MPC Transfer Resource Center, or click on the link for MPC on the GGU website at:

**[http://ggu.edu/admissions\\_and\\_costs/admissions/undergraduate/undergraduate\\_transfer/articulation\\_references](http://ggu.edu/admissions_and_costs/admissions/undergraduate/undergraduate_transfer/articulation_references)**

A course used to fill a Lower Division or Liberal Studies Core requirement in one area cannot be used to fill a requirement in another area.



## Monterey Institute of International Studies General Education Requirements

Admission to the BA in International Studies requires two years of prior study, approximately 60 semester credits of transfer coursework from an accredited college or university. An overall grade point average of 3.0 on a 4.0 scale is required, and only appropriate courses in which the student has earned grades of "C" or better can be transferred. Student should complete the following general education requirements before applying: Micro Economics (3 units), Macro Economics (3 units), English Composition (3 units), English Literature (3 units), US History or Government (3 units), Science or Mathematics (6 units), Humanities (6 units), Second Language (in one language) (16 units), and Electives (17 units).

The semester credits required for admission may include work in progress, but 60 semester credits must be completed prior to enrollment.

## Monterey College of Law General Education Requirements

Admission to the Monterey College 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 MPC 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, 2005:

### 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 MPC Catalog description for transferability. "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/or computational levels required for baccalaureate level courses.

Courses in this series are also associate degree applicable.

### 100-299 Associate Degree

Courses numbered 100 through 299 are associate degree level courses. They are generally, but not exclusively, occupational in nature. Courses numbered 100-199 may transfer at the discretion of the receiving institution.

### **300-399 Credit, Non-associate**

Courses numbered 300 through 399 are intended as developmental courses in reading, writing, mathematics, study and learning skills. They 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 some of the University of California campuses.

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.

"Corequisite" 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 late 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;
  - d. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite or co-requisite. (NOTE: Attach documentation to the prerequisite form for the department to review.)
3. File the completed Prerequisite Challenge Form with the Division.
4. Take the Counseling Copy of the Challenge Form to Counseling for prerequisite clearance.
5. Enroll in the course which required the prerequisite challenge.
6. Department review must take no longer than 5 working days. Check with department's schedule for review of challenges.
7. A copy of the Prerequisite Challenge Form will be forwarded by the department/division to the Office of the Dean of Counseling, Admissions and Records indicating that the challenge was approved or denied.
8. If the challenge is denied the student will be dropped from the course.

# Course Listings

## ANY DISCIPLINE 90 INDEPENDENT STUDY

*.5-4 units • LG-C/NC • Three hours activity per week for each unit of credit*

This course provides a framework for any of the academic disciplines listed in the catalog to offer transferable Independent Study courses, which are designed to enrich the student's experience beyond current curriculum offerings. The program of study, research, reading, or activity is tailored to student needs and interests. When the student has identified an instructor to supervise his/her program of study, the agreement is recorded on a form available in the Admissions and Records Office. May be taken four times in a single department, provided there is no duplication of topics.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

## ANY DISCIPLINE 96 SPECIAL TOPICS

*.5-6 units • LG-C/NC • One hour lecture per week for each unit of credit and/or three hours lab per week for each unit of credit*

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 lecture per week for each unit of credit and/or three hours lab per week for each unit of credit*

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 lecture per week for each unit of credit and/or three hours lab per week for each unit of credit*

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 lecture per week for each unit of credit and/or three hours lab per week for each unit of credit*

The course provides a framework for any of the academic disciplines listed in the catalog to offer non-degree applicable 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.

# ADAPTED PHYSICAL EDUCATION

## ADPE 8 INTRODUCTION TO ADAPTED PHYSICAL EDUCATION

*.5 unit • LG-C/NC • One and one-half hours activity*

This course is designed to provide students with disabilities an introduction to the adapted physical education program. 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 a physician or authorized health specialist is required prior to initiating the exercise plan.

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E1

## ADPE 9 ADAPTED PERSONAL FITNESS

*1 unit • LG-C/NC • Three hours activity*

This course will provide information and activities designed to increase the personal fitness level of disabled students. 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 a physician or authorized health specialist is required prior to initiating the exercise plan.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

## ADPE 13 PHYSICAL EDUCATION: ADAPTED

*1.5 units • LG-C/NC • Four and one-half hours activity*

This course is 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 E1

## ADPE 14 ADAPTED AEROBICS

*1 unit • LG-C/NC • Three hours activity*

This course is designed to provide 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 E1

## ADPE 15 HEART HEALTHY EXERCISE

*1.5 units • LG-C/NC • Four and one-half hours activity*

This course is designed for students who have, or are at high risk for, cardiovascular conditions that prevent their safe participation in regular physical education. The emphasis is 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 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 E1

## **ADPE 16 ADAPTED FLEXIBILITY AND MOVEMENT TECHNIQUES**

*1 unit • LG-C/NC • Three hours activity*

Designed for disabled students, this course covers stretching exercises and movement principles related to flexibility. 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 a physician or authorized health specialist is required prior to initiating the exercise plan.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

## **ADPE 17 ADAPTED SWIMMING**

*1 unit • LG-C/NC • Three hours activity*

This course provides swimming and water exercise for disabled students using adapted techniques. 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 a physician or authorized health specialist is required prior to initiating the exercise plan.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

# ADMINISTRATION OF JUSTICE

## **ADMJ 2 INTRODUCTION TO ADMINISTRATION OF JUSTICE**

*3 units • LG • Three hours lecture*

This course presents 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; and ethics, education and training for professionalism in the social system. Also offered in the Living Room Series. (ADMJ 2 + ADMJ 6 = CAN AJ 6)

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E2**

## **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; and ways to develop and maintain amicable relationships. Also offered in the Living Room Series.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**Credit transferable: CSU, UC**

## **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. Students explore crimes against persons, property, and the state as a social, religious, and historical ideology. Also offered in the Living Room Series. (CAN AJ 4)

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**Credit transferable: CSU, UC**

## **ADMJ 6 INTRODUCTION TO EVIDENCE**

*3 units • LG • Three hours lecture*

Students explore 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; and judicial decisions interpreting individual rights and case studies viewed from a conceptual level. Also offered in the Living Room Series. (ADMJ 2 + ADMJ 6 = CAN AJ 6)

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**Credit transferable: CSU**

## **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**

## **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 144A P.O.S.T. INTENSIVE BASIC ACADEMY I**

*9 units • LG • Twenty-seven hours lab*

This is the first in a series of two intensive courses covering the knowledge, skills and abilities needed to exercise the powers of a California Peace Officer, as specified by state regulations. It primarily covers concepts and issues of the criminal justice system, law, evidence, investigations, and community relations.

**Prerequisite:** *Passing score on the P.O.S.T. reading and writing comprehension exam*

**ADMJ 144B P.O.S.T. INTENSIVE BASIC ACADEMY II**

*9 units • LG • Twenty-seven hours lab*

This is the second in a series of two intensive courses covering the knowledge, skills and abilities needed to exercise the powers of a California Peace Officer, as specified by state regulations. It covers patrol and juvenile procedures, traffic control, arrest techniques, baton, chemical agents, first aid, CPR, vehicle operations, search, and emergency communication skills in Spanish.

**Course advisory:** *ADMJ 144A*

**ADMJ 145A P.O.S.T. BASIC ACADEMY I**

*6 units • LG • Eighteen hours lab*

This is the first in a series of three intensive courses covering the knowledge, skills and abilities needed to exercise the powers of a California Peace Officer as specified by state and federal regulations. It primarily covers concepts and issues of the criminal justice system, law, evidence, investigations, and community relations.

**Prerequisite:** *Passing score on the P.O.S.T. Reading and Writing Comprehension Exam*

**ADMJ 145B P.O.S.T. BASIC ACADEMY II**

*6 units • LG • Eighteen hours lab*

This is the second in a series of three intensive courses covering the knowledge, skills and abilities needed to exercise the powers of a California Peace Officer as specified by state and federal regulations. It primarily covers concepts and issues of the criminal justice system, law, evidence, investigations, and community relations.

**Prerequisite:** *ADMJ 145A*

**ADMJ 145C P.O.S.T. BASIC ACADEMY III**

*6 units • LG • Eighteen hours lab*

This is the third in a series of three intensive courses covering the knowledge, skills and abilities needed to exercise the powers of a California Peace Officer as specified by state and federal regulations. It primarily covers concepts and issues of the criminal justice system, law, evidence, investigations, and community relations.

**Prerequisite:** *ADMJ 145B*

**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 180 CITIZEN'S ACADEMY**

*2 units • C/NC • Two hours lecture*

This course is designed to provide instruction on police department organization and structure, recruitment, selection, and training. Students are provided insight into traffic enforcement, the use of force and firearms, citizen's complaint procedure, women in law enforcement, field training officer programs, records/jail, the District Attorney's office, investigation, and hostage negotiations.

**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 periodically for new content, ongoing training or updating. (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 periodically for new content, ongoing training or updating. (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 repeated periodically for new content, ongoing training or updating.

**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 periodically for new content, ongoing training or updating. (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 repeated periodically for new content, ongoing training or updating.

**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 an entry-level police officer. Course information is presented in both the classroom and 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 a police officer. Course information is presented in both the classroom and 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 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**

9 units • C/NC • Eight 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 290 P.O.S.T. ACADEMY INSTRUCTOR CERTIFICATION COURSE**

2 unit • C/NC • Total hours: Forty hours lecture

This P.O.S.T.-certified course is designed to provide instruction for P.O.S.T. Academy instructors in adult learning principles, including instructional planning skills, presentation and facilitation techniques.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**ADMJ 450 ADVANCED TECHNICAL LAW ENFORCEMENT TRAINING**

0 units • NC • Total hours: Eight to forty hours lecture

This course is designed to provide advanced technical training in areas such as use of force, evidence, processing, narcotics and dangerous drug investigations, custody techniques, gang awareness, and community policing. (P.O.S.T.-certified courses)

## AMERICAN SIGN LANGUAGE

See WORLD 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. (ANAT 1 + ANAT 2 = CAN BIOL 10) (ANAT 1 + ANAT 2 + PHSO 1 + PHSO 2 = CAN BIOL SEQ B)

**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. (ANAT 1 + ANAT 2 = CAN BIOL 10) (ANAT 1 + ANAT 2 + PHSO 1 + PHSO 2 = CAN BIOL SEQ B)

**Prerequisite/Corequisite:** 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)

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, D1; IGETC, Area 4A, 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. The course also includes an analysis of the structural aspects of human societies. (CAN ANTH 4)

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D1; IGETC, Area 4A; MPC, Area D

**ANTH 6 INTRODUCTION TO ARCHAEOLOGY AND PREHISTORY**

*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. The course also contains a brief survey of archaeological methods, techniques and procedures. (CAN ANTH 6)

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D1; IGETC, Area 4A; MPC, Area D

**ANTH 10 INTRODUCTION TO ANTHROPOLOGY**

*3 units • LG-C/NC • Three hours lecture*

This course is 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.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D1; IGETC, Area 4A; 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.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D1, D3; IGETC, Area 4A; 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.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D1, D3; IGETC, Area 4A, 4C; 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.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D1; IGETC, Area 4A, 4C; 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 4A; 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 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 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 4A, 4C, 4D, 4F; 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 4A, 4C, 4D; MPC, Area D*

## ARABIC

See **WORLD 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 and/or online.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**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. (CAN ART 2) (ART 2 + ART 3 = CAN ART SEQ A)

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**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. (CAN ART 4) (ART 2 + ART 3 = CAN ART SEQ A).

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area C1; IGETC, Area 3A; MPC, Area C*

### **ART 4 IMAGES OF WOMEN IN THE ARTS**

*3 units • LG-C/NC • Three hours lecture*

This course examines women in the visual arts, emphasizing American culture over the past four hundred years. Students study the visual arts made by women and what their relationship to society was when they made it. 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 culture on America is emphasized.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area C1; IGETC, Area 3A; MPC, Area C*

### **ART 7 ART OF AFRICA, OCEANIA, AND PRE-COLUMBIAN AMERICAS**

*3 units • LG-C/NC • Three hours lecture*

This course explores the art forms of Africa, Oceania, and pre-Columbian American societies. Their art is studied as to form and content in terms of aesthetics and the function and role in their community life.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**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.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**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.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**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**

*1 unit • LG-C/NC • One hour lecture*

This course traces the history of the development of the "Artist's Colony" on the Monterey Peninsula.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**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.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**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**

*.5-6 units • 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. May be taken for a maximum 6 units.

**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.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55  
**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 VISUAL FUNDAMENTALS: TWO-DIMENSIONAL DESIGN**

*3 units • LG-C/NC • Six hours studio*

This is a hands-on course that creatively explores the fundamentals of design on a two-dimensional surface. Students learn the foundation of visual language. Formal and conceptual issues such as visual problem solving, and use of line, shape, color, and pattern are explored. (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 fundamentals of color theory and practice: hue, tints, shades, textures, patterns. The use of acrylic paint and collage is included.

**Credit transferable:** CSU, UC

**ART 28A DRAWING AND COMPOSITION I**

*3 units • LG-C/NC • Six hours studio*

In this course, students explore 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, E2

**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 E2

**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. May be taken four times for credit.

**Course advisory:** ART 22 or 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 may 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*

In this specialized course in relief techniques of printmaking, both woodblock and linoleum cut are covered. Hand transfer and press techniques will be explored. Water- and oil-based inks may 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 may 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*

In this specialized course in drypoint printmaking, press techniques will be explored. Oil-based inks may 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*

Students learn collographic printmaking in this specialized course. Press techniques will be explored and oil-based inks may be used. May be taken four times for credit.

**Credit transferable: CSU**

**ART 36A PRINTMAKING I: RELIEF PRINTMAKING**

*3 units • LG-C/NC • Six hours studio*

This course is an introduction to relief printmaking including, but not limited to, woodblock, linocut, stamp printing, and collage printing. Basic fine art printmaking principles and techniques such as press operation, hand transfers, registration, paper selection and inking are covered. Use of non-toxic materials is emphasized. May be taken two times for credit. (CAN ART 20)

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E2**

**ART 36B PRINTMAKING II: INTAGLIO PRINTMAKING**

*3 units • LG-C/NC • Six hours studio*

This course is an introduction to intaglio printmaking including, but not limited to, drypoint, etching, aquatint, photo etching, and collograph. Basic fine art printmaking principles and techniques such as press operation, registration, paper selection and inking are covered. Use of non-toxic materials is emphasized.

**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*

An introduction to the art of monotypes and related printmaking techniques is provided. May be taken for a maximum of three units.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area C**

**ART 38A SPECIAL PRINTMAKING TECHNIQUES II:  
EMBOSSING**

*.5 unit • C/NC • One hour lab*

In this specialized course in embossing techniques students learn hand transfer and press techniques. 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 explored. Water- and oil-based inks may be used. May be taken four times for credit.

**Credit transferable: CSU**

**ART 38C SPECIAL PRINTMAKING TECHNIQUES II:  
BOOK ARTS**

*.5-1.5 units • LG-C/NC • One to three hours lab*

In this specialized course in making artists' books, binding techniques, decorative papers and sequential imaging will be explored. May be taken for a maximum of 1.5 units.

**Credit transferable: CSU, UC**

**ART 38D SPECIAL PRINTMAKING TECHNIQUES II:  
ETCHING**

*.5 unit • C/NC • One hour lab*

This specialized course in etching techniques covers press techniques and non-toxic methods. 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*

In this 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; two 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.

**Course advisory: 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; two hours lab; one hour by arrangement*

This course builds on basic design 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.

**Course advisories: 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 AND TYPOGRAPHY**

*4 units • LG-C/NC • Three hours lecture; three hours lab*

This course introduces students to 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 page layout software. May be taken two times for credit provided there is a change in software version.

**Course advisory: 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; two 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. Emphasis will be placed on planning and creating efficient, professional quality web animation effects. 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.

**Course advisory: ART 45**

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**Credit transferable: CSU**

**ART 45 INTRODUCTION TO COMPUTERS  
FOR GRAPHIC ARTS**

*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 the 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 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; two 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. 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.

**Course advisory: 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 GRAPHIC ARTS PRODUCTION AND PRE-PRESS**

4 units • LG-C/NC • Three hours lecture; two hours lab; one hour by arrangement

This course introduces graphic arts production and digital pre-press. The course focus will include 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.

**Course advisory:** ART 45

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**ART 49 GRAPHIC ARTS 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 GRAPHIC ARTS PORTFOLIO**

1 unit • LG-C/NC • One hour lecture

This is 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 placed on projects that demonstrate proficiency in commercial art concepts, techniques, and software applications. Employment and educational advancement goals will be addressed. Students should have proficiency in computer skills prior to enrollment.

**Course advisories:** ART 41 and 45

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**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 E2**

**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 E2**

**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 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 techniques which may include painting, drawing, collage, printmaking, photography, using a variety of methods and materials. Emphasis is on technical proficiency, conceptualization and individual expression. May be taken four times for credit.

**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 direction 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 plasticine 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 ceramic processes. Emphasis is placed on the 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, UC**

**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 experimentation, including a tri-axial 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 CALCULATION**

*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**

**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, scraffito, 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**

**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 metal-smithing 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, mold-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 SPECIAL JEWELRY TECHNIQUES I: 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 83E SPECIAL JEWELRY TECHNIQUES I: WIREWORK FOR JEWELRY***.5 unit • C/NC • One hour studio lab*

This introductory class explores techniques for creating jewelry from wire and provides a good foundation in the use of basic hand tools, equipment, and safety. The principles of good design will be covered, with examples from both historical and contemporary sources. Students create original designs utilizing the techniques of bending, coiling, forging, coloring, and finishing wire. This course is designed to accommodate all skill levels. 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 85A ENAMELING I**

1.5 units • LG-C/NC • Three hours studio lab

This course will explore basic methods for fusing glass to metal using a kiln or a torch. Demonstrations will cover designing for the unique properties of enamel and metal, a variety of basic metal fabrication techniques, and three methods for applying enamel to metal: sifting, painting, and wet-packing. This class is designed to accommodate all levels of ability, with an emphasis on individual expression. May be taken four times for credit.

**Credit transferable: CSU**

**ART 85B ENAMELING II**

1.5 units • LG-C/NC • Three hours studio lab

This course will explore advanced enamel application techniques, including cloisonne, champleve, plique-a-jour, basse-taille, screen printing, limoge and more. Demonstrations will cover designing for the unique properties of enamel, kiln firing and a variety of finishing techniques. This course is designed to further the skills of students who have previously mastered the basic principles for applying and fusing enamel to metal. May be taken four times for credit.

**Prerequisite: ART 85A**

**Credit transferable: CSU**

**ART 85C TORCH ENAMELING**

.5 unit • C/NC • One hour studio lab

This course will focus on the technique of fusing enamel (glass) to metal using a torch. Demonstrations will cover various metalworking techniques appropriate to torch enameling including: cutting, forming, soldering, cold connecting, and finishing. Slide presentations will motivate, inspire, and help develop ideas. This course is designed to accommodate all skill levels. May be taken four times for credit.

**Credit transferable: CSU**

**ART 86A LAPIDARY I**

1.5 units • LG-C/NC • Three hours lab

This course explores essential techniques and practices utilized in lapidary. Course content includes stone identification, cutting, grinding, shaping, polishing, and finishing techniques of semi-precious stones. Emphasis will be on the process of cutting, shaping, and finishing common lapidary shapes. May be taken four times for credit.

**Credit transferable: CSU**

**ART 86B LAPIDARY II**

1.5 unit • LG-C/NC • Three hours studio lab

This course explores advanced techniques of lapidary, focusing on creating original cuts and unique shapes with semi-precious stones. Emphasis will be on innovative and intricate designs of cutting, shaping, forming, grinding, and polishing. Possible projects include unusual cut cabochons, stone lamination, opal cutting, and gemstone bottles. May be taken four times for credit.

**Prerequisite: ART 86A**

**Credit transferable: CSU**

**ART 87A STONE SETTING**

1.5 units • LG-C/NC • Three hours lab

This course will cover numerous traditional methods for setting faceted stones in jewelry. Students will create a variety of settings for faceted stones including prong, bezel, tube, flush, and channel settings. May be taken four times for credit.

**Credit transferable: CSU**

**ART 87B ALTERNATIVE STONE SETTING DEVICES**

1 unit • C/NC • Two hours studio lab

This course will present numerous non-traditional methods for setting stones and other materials in jewelry and small metal sculpture. Students will create their own unique bezel wire, learn tricks and tips for making a variety of stone holding devices, and experiment with innovative techniques for combining found objects, sheet metal and wire. This course is designed for all levels of ability. May be taken four times for credit.

**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 • Four 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: HOLLOWFORM CONSTRUCTION**

1 unit • C/NC • Two hours lab

This course will explore techniques for creating hollowforms, 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: FORMING TECHNIQUES**

1 unit • C/NC • Two hours lab

This course will explore 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 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 or 37**

**Credit transferable: CSU**

### **ART 93.10 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**

## ASTRONOMY

### **ASTR 10 INTRODUCTION TO ASTRONOMY**

*3 units • LG-C/NC • Three hours lecture*

This course presents the phenomena and principles of astronomy, stressing the evolution of current conceptions of the universe and their influence upon culture and technology. Also offered in the Living Room Series.

**Corequisite: 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**

### **ASTR 10L INTRODUCTION TO ASTRONOMY LABORATORY**

*1 unit • LG-C/NC • Three hours laboratory*

This course provides the fundamental laboratory study and hands-on examination of the topics covered in ASTR 10. Local evening field trips required.

**Corequisite: 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; MPC, Area B**

### **ASTR 21 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**

**Credit transferable: CSU**

**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 E2**

### **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 SYSTEMS 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 111 AUTOMOTIVE STEERING AND SUSPENSION**

*4 units • LG-C/NC • Three hours lecture; three hours lab*

This course covers the theory of alignment and wheel balance; types of steering construction; repair and adjustment of worn steering components; and alignment procedures. Students will be prepared for National Certification (ASE) in Steering, Suspension and Alignment.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**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

**AVIA 101 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.

**AVIA 102 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.

**General Ed. Credit: MPC, Area E2**

**AVIA 103 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.

**AVIA 105 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. (CAN BIOL 2)

**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; three hours lab; one hour by arrangement

This course is an introduction to molecular and cellular biology, plant and animal development and physiology, and genetics and is required for biology majors. Individualized computer lab hours are by arrangement in the Life Science Computer Lab. (BIOL 21 + BIOL 22 = CAN BIOL SEQ A)

**Prerequisites:** CHEM 1A and MATH 263

**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 22 CONCEPTS IN BIOLOGY II: DIVERSITY, ECOLOGY, EVOLUTION

5 units • LG • Three hours lecture; six hours lab; one hour by arrangement

This course is a study of the diversity of life, principles of ecology, behavior, historic biogeography and organic evolution and is required for biology majors. Individualized computer lab hours are by arrangement in the Life Science Computer Lab. (BIOL 21 + BIOL 22 = CAN BIOL SEQ A)

**Prerequisite:** MATH 263

**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. The 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 E1

### 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. Also offered online.

**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), E1

### 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 B

### 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

**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; 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**

## BUSINESS

**BUSI 1A FINANCIAL ACCOUNTING***3 units • LG-C/NC • Three hours lecture; one hour lab*

Accounting concepts, theory and application of accumulating and summarizing financial data, and analysis and interpretation of financial statements are included in this course. Recommended for transfer majors. (CAN BUS 2) (BUSI 1A + BUSI 1B = CAN BUS SEQ A)

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55****Credit transferable: CSU, UC****General Ed. Credit: MPC, Area E2****BUSI 1B MANAGERIAL ACCOUNTING***3 units • LG-C/NC • Three hours lecture; one hour lab*

BUSI 1B covers the use of accounting data for managerial decision making. Topics include cost accounting, profit planning, flexible budgets, and investment decisions. (CAN BUS 4) (BUSI 1A + BUSI 1B = CAN BUS SEQ A)

**Prerequisite: BUSI 1A****Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55****Credit transferable: CSU, UC****BUSI 18 BUSINESS LAW***3 units • LG-C/NC • Three hours lecture*

This course acquaints students with court procedures, contracts, legal and social environment of business, personal property and bailment, sales, commercial paper, agency and employment. Also offered online. (CAN BUS 8)

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55****Credit transferable: CSU, UC****BUSI 20 INTRODUCTION TO BUSINESS***3 units • LG-C/NC • Three hours lecture*

This course provides a basic vocabulary of business terms and an understanding of the structure and operational procedures of business enterprises.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55****Credit transferable: CSU, UC****General Ed. Credit: MPC, Area E2****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*

This course studies 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*

This course surveys 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*

This course covers the 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.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55****Credit transferable: CSU****BUSI 36 INTRODUCTION TO INTERNATIONAL MARKETING***3 units • LG-C/NC • Three hours lecture*

This course explores the concepts and principles of international marketing including: market entry strategies, foreign market analysis, culture and marketing, product design, pricing, distribution, promotion, and sales.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55****Credit transferable: CSU**

**BUSI 38 MULTICULTURALISM IN CORPORATE AMERICA**

*3 units • LG-C/NC • Three hours lecture*

This course explores race, culture, gender, and ethnicity as it relates to work in corporate America. Topics include the effects of bias and prejudice in corporate activities and effective methods in developing a cohesive corporate culture in a multicultural environment. American cultures, African, Indian, Asian, Chicano/Latino, and European are addressed.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area F

**BUSI 40 PRINCIPLES OF MANAGEMENT**

*3 units • LG-C/NC • Three hours lecture*

This course reviews the operational analysis of manager's role in all types of organizations. Topics include management issues in planning, organizing, staffing, directing, and controlling. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**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*

This course analyzes the practical problems of organizing and managing a successful small business enterprise. Concentration will be 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 E2

**BUSI 50 INTRODUCTION TO MARKETING**

*3 units • LG-C/NC • Three hours lecture*

This course reviews the factors affecting flow of goods from producer to consumer. Topics include 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.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**BUSI 52 RETAIL STORE MANAGEMENT**

*3 units • LG-C/NC • Three hours lecture*

This course 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

**BUSI 54 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 an electronic website.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**BUSI 60 MONEY MANAGEMENT AND INVESTING**

*3 units • LG-C/NC • Three hours lecture*

This course presents a how-to approach that covers financial goal setting, career and income considerations, spending controls, retirement planning and estate transfer. Step-by-step procedures are presented for protecting income and assets through investments in stocks, mutual funds and real estate.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**BUSI 62 PRINCIPLES OF INVESTMENT**

*3 units • LG-C/NC • Three hours lecture*

This course 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.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

**BUSI 70 BUSINESS COMMUNICATIONS**

*3 units • LG-C/NC • Three hours lecture*

This course covers correspondence in selected business areas: selling, employment, adjustments and complaints, announcements, credit and collections; report preparation; oral communication; and communication reception: reading and listening. Non-verbal communication is also covered.

**Advisory:** Eligibility for ENGL 1A

**Credit transferable:** CSU

**BUSI 80 INTRODUCTION TO ADMINISTRATIVE MANAGEMENT**

*3 units • LG-C/NC • Three hours lecture*

This course presents principles of organization and management through interactive exercises and brief video segments. It 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 E2

**BUSI 100 PROOFREADING FOR BUSINESS**

*3 units • LG-C/NC • Three hours lecture*

This course covers fundamental English preparation, including sentence construction, parts of speech, use of dictionary, vocabulary and spelling, punctuation, proofreading and usage. Business-oriented materials are used.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**BUSI 110 BUSINESS MATHEMATICS**

3 units • LG-C/NC • Three hours lecture

This course reviews the application of mathematics in various functions and includes 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

This course covers double-entry, accrual accounting procedures. Also included are recording transactions, end-of-period worksheets and adjustments, cash control, accounts receivable and payable, and payroll procedures. Basic training for bookkeeping and accounting occupations.

**Advisories: MATH 360; eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**General Ed. Credit: MPC, Area E2**

**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 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 taken four times based on a new version of software.

**BUSINESS SKILLS CENTER**

These self-paced courses can be completed in 4 to 6 weeks. Enroll any time during the semester or session until the last official date to withdraw.

A wide range of office 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 is designed to require 48 hours of lab plus homework. Courses may be taken up to four times provided there is a change in content, 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."

**BUSC 100A 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 taken four times based on a new version of software.

**General Ed. Credit: MPC, Area E2**

**BUSC 100B WORD PROCESSING: MICROSOFT WORD FOR WINDOWS II**

1 unit • LG-C/NC • Total hours: Forty-eight hours lab

Continuation of the introductory course BUSC 100A. Keyboarding skill is recommended prior to enrollment. May be taken four times based on a new version of software.

**BUSC 100C WORD PROCESSING: MICROSOFT WORD FOR WINDOWS III**

1 unit • LG-C/NC • Total hours: Forty-eight hours lab

Continuation of BUSC 100B. Keyboarding skill is recommended prior to enrollment. May be taken four times based on a new version of software.

**BUSC 101A ADVANCED WORD PROCESSING: MICROSOFT WORD FOR WINDOWS I**

1 unit • LG-C/NC • Total hours: Forty-eight hours lab

Students learn advanced features of Microsoft Word for Windows on an IBM-compatible computer. Keyboarding skill and skills taught in BUSC 100A, 100B and 100C are recommended prior to enrollment. May be taken four times based on a new version of software.

**BUSC 101B ADVANCED WORD PROCESSING: MICROSOFT WORD FOR WINDOWS II**

1 unit • LG-C/NC • Total hours: Forty-eight hours lab

Continuation of BUSC 101A. Keyboarding skills and skills taught in BUSC 100A, 100B, 100C, and 101A are recommended prior to enrollment. May be taken four times based on a new version of software.

**BUSC 101C ADVANCED WORD PROCESSING: MICROSOFT WORD FOR WINDOWS III**

1 unit • LG-C/NC • Total hours: Forty-eight hours lab

Continuation of BUSC 101B. Keyboarding skill and skills taught in BUSC 100A, 100B, 100C, 101A and 101B are recommended prior to enrollment. May be taken four times based on a new version of software.

**BUSC 104A WORD PROCESSING: WORDPERFECT FOR WINDOWS I**

1 unit • LG-C/NC • Total hours: Forty-eight hours lab

In this introductory course students use beginning functions of WordPerfect for Windows on an IBM-compatible computer. Keyboarding skill is recommended prior to enrollment. May be taken four times based on a new version of software.

**General Ed. Credit: MPC, Area E2**

**BUSC 104B WORD PROCESSING: WORDPERFECT FOR WINDOWS II**

1 unit • LG-C/NC • Total hours: Forty-eight hours lab

Continuation of the introductory course BUSC 104A. Keyboarding skill is recommended prior to enrollment. May be taken four times based on a new version of software.

**BUSC 104C WORD PROCESSING:  
WORDPERFECT FOR WINDOWS III**

*1 unit • LG-C/NC • Total hours: Forty-eight hours lab*

Continuation of BUSC 104B. Keyboarding skill recommended prior to enrollment. May be taken four times based on a new version of software.

**BUSC 108C COMPUTER SKILLS/TYPING SKILLS: PART 1**

*.5 unit • C/NC • Total hours: Twenty-four hours lab*

This course is designed for students who would like to strengthen or add to their previous typing skills. Modules are offered in A) speed and accuracy, and B) special projects. Keyboarding skill is recommended prior to enrollment.

**General Ed. Credit: MPC, Area E2**

**BUSC 108D COMPUTER SKILLS/TYPING SKILLS: PART 2**

*.5 unit • C/NC • Total hours: Twenty-four hours lab*

Continuation of BUSC 108C. It is designed for students who would like to strengthen or add to their previous typing skills. Modules are offered in A) speed and accuracy, and B) special projects.

**Course advisory: BUSC 108C**

**BUSC 108E COMPUTER SKILLS/TYPING SKILLS: PART 3**

*.5 unit • C/NC • Total hours: Twenty-four hours lab*

Continuation of BUSC 108D. It is designed for students who would like to strengthen or add to their previous typing skills. Modules are offered in A) speed and accuracy, and B) special projects.

**Course advisory: BUSC 108D**

**BUSC 108F COMPUTER SKILLS/TYPING SKILLS: PART 4**

*.5 unit • C/NC • Total hours: Twenty-four hours lab*

Continuation of BUSC 108E. It is designed for students who would like to strengthen or add to their previous typing skills. Modules are offered in A) speed and accuracy, and B) special projects.

**Course advisory: BUSC 108E**

**BUSC 108G COMPUTER SKILLS/TYPING SKILLS: PART 5**

*.5 unit • C/NC • Total hours: Twenty-four hours lab*

Continuation of BUSC 108F. It is designed for students who would like to strengthen or add to their previous typing skills. Modules are offered in A) speed and accuracy, and B) special projects.

**Course advisory: BUSC 108F**

**BUSC 108H COMPUTER SKILLS/TYPING SKILLS: PART 6**

*.5 unit • C/NC • Total hours: Twenty-four hours lab*

Continuation of BUSC 108G. It is designed for students who would like to strengthen or add to their previous typing skills. Modules are offered in A) speed and accuracy, and B) special projects.

**Course advisory: BUSC 108G**

**BUSC 108I COMPUTER SKILLS/TYPING SKILLS: PART 7**

*.5 unit • C/NC • Total hours: Twenty-four hours lab*

Continuation of BUSC 108H. It is designed for students who would like to strengthen or add to their previous typing skills. Modules are offered in A) speed and accuracy, and B) special projects.

**Course advisory: BUSC 108H**

**BUSC 108J COMPUTER SKILLS/TYPING SKILLS: PART 8**

*.5 unit • C/NC • Total hours: Twenty-four hours lab*

Continuation of BUSC 108I. It is designed for students who would like to strengthen or add to their previous typing skills. Modules are offered in A) speed and accuracy, and B) special projects.

**Course advisory: BUSC 108I**

**BUSC 109 KEYBOARDING FOR COMPUTERS**

*1 unit • C/NC • Total hours: Forty-eight hours lab*

Students develop 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 recommended for students with typing knowledge.

**BUSC 110A INTRODUCTORY TYPING I**

*1 unit • LG-C/NC • Total hours: Forty-eight hours lab*

Students develop basic keyboarding skills with an end-of-course goal of 30 wpm. Skills are developed in alpha-numeric and symbol key reaches.

**General Ed. Credit: MPC, Area E2**

**BUSC 110B INTRODUCTORY TYPING II**

*1 unit • LG-C/NC • Total hours: Forty-eight hours lab*

Continuation of BUSC 110A keyboarding skills. Students are introduced to basic word processing functions for document processing. End-of-course goal of 36 wpm.

**Course advisory: BUSC 110A**

**BUSC 110C INTRODUCTORY TYPING III**

*1 unit • LG-C/NC • Total hours: Forty-eight hours lab*

Continuation of BUSC 110B keyboarding skills. Students are introduced to advanced word processing functions for document processing. End-of-course goal of 45 wpm.

**Course advisory: BUSC 110B**

**BUSC 117A BUSINESS MACHINE CALCULATIONS I**

*.5 unit • LG-C/NC • Total hours: Twenty-four hours lab*

In this introductory course, students learn the ten-key keyboard by touch (without looking at the keys) with speed and accuracy.

**General Ed. Credit: MPC, Area E2**

**BUSC 117B BUSINESS MACHINE CALCULATIONS II**

*.5 unit • LG-C/NC • Total hours: Twenty-four hours lab*

Continuation of BUSC 117A. Students apply ten-key calculator skills learned in BUSC 117A in solving common business problems on an electronic ten-key calculator.

**Course advisory: BUSC 117A**

**BUSC 118 RECORDS MANAGEMENT**

*.5 unit • LG-C/NC • Total hours: Twenty-four hours lab*

This course introduces students to filing rules using the most widely used filing systems and procedures.

**BUSC 119A INTRODUCTION TO SPREADSHEETS:  
MICROSOFT EXCEL I**

*1 unit • LG-C/NC • Total hours: Forty-eight hours lab*

In this introductory course students learn beginning electronic spreadsheet functions of Microsoft Excel for Windows on IBM-compatible computer. Emphasis is placed on creating a worksheet, formatting data, and entering basic formulas. Keyboarding and mouse skills are recommended prior to enrollment. May be taken four times based on a new version of software.

**General Ed. Credit: MPC, Area E2**

**BUSC 119B INTRODUCTION TO SPREADSHEETS:  
MICROSOFT EXCEL II**

*1 unit • LG-C/NC • Total hours: Forty-eight hours lab*

Continuation of BUSC 119A. Students learn additional electronic spreadsheet functions of Microsoft Excel on IBM-compatible computer. Emphasis is placed on working with formulas, multiple-sheet workbooks, formatting techniques, page set-up, use of images, charting and printing techniques. Basic spreadsheets preparation skills are recommended prior to enrollment. May be taken four times based on new version of software.

**Course advisory: BUSC 119A**

**BUSC 119C INTRODUCTION TO SPREADSHEETS:  
MICROSOFT EXCEL III**

*1 unit • LG-C/NC • Total hours: Forty-eight hours lab*

This course builds on skills learned in BUSC 119B using electronic spreadsheets functions of Microsoft Excel on IBM-compatible computer. Emphasis is placed on working with advanced formulas, maintaining lists, analyzing data, and managing and auditing Excel spreadsheets. Electronic spreadsheets usage skills are recommended prior to enrollment. May be taken four times based on a new version of software.

**Course advisory: BUSC 119B**

**BUSC 120 PRESENTATION MANAGEMENT  
WITH MICROSOFT POWERPOINT**

*1 unit • LG-C/NC • Total hours: Forty-eight hours lab*

Students are provided hands-on training in presentation management software using a Microsoft Windows-based software package running on IBM-compatible computers. May be taken four times based on a new version of software.

**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*

Students are provided self-paced training using Internet search techniques to access and interpret business information. A variety of information categories are presented and analyzed. May be taken four times based on a new version of software.

**BUSC 122 MICROSOFT WINDOWS**

*.5 units • LG-C/NC • Total hours: Twenty-four hours lab*

Students are introduced to the use of Microsoft Windows. Students will learn basic Windows skills, including how to work with programs and manage files. May be taken four times based on a new version of software.

**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 using desktop publishing software, with access to graphics libraries, scanners, and a digital camera. It is recommended that students complete BUSC 109 or BUSC 110A (or possess basic keyboarding skills) and BUSC 122 (or possess basic understanding of Windows) prior to enrolling. May be taken four times based on a new version of software.

**Course advisories: BUSC 109 or 110A; and BUSC 122**

**BUSC 124 QUICKEN**

*1 unit • LG-C/NC • Total hours: Forty-eight hours lab*

This course provides an introduction to and the application of the electronic financial world using one of the leading financial software programs. Emphasis is placed on personal financial skills and small business financial skills. May be taken four times based on a new version of software.

**BUSC 125 QUICKBOOKS**

*1 unit • LG-C/NC • Total hours: Forty-eight hours lab*

Students are provided introductory hands-on training in QuickBooks in a simulated office environment using IBM-compatible computers. QuickBooks is an accounting software program that is used to organize and manage the finances of a small business. The emphasis is on small business financial skills such as invoicing, payroll, inventory, payment processing, and creating reports, graphs, lists and forms. May be taken four times based on a new version of software.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**BUSC 130 MICROSOFT OUTLOOK**

*.5 unit • LG-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 taken four times based on a new version of software.

**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 commercial imaging/drawing programs. Sample artwork and business projects will be presented as exercises in self-paced environments using IBM-compatible computers. Visual assignments introduce digital artwork, Web elements, special effects and photo editing. May be taken four times based on a new version of software.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**BUSC 132 WEB PUBLISHING USING MS FRONTPAGE**

*2 units • LG-C/NC • Total hours: Ninety-six 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 taken four times based on a new version of software.

**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 taken four times based on a new version of software.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**



### **BUSC 134 OFFICE SIMULATION**

*2 units • LG-C/NC • Total hours: Ninety-six hours lab*

This integrated course reinforces essential automated office application skills. Assignments will model a division of a fictional company, using software to produce documents, electronic spreadsheets, databases, and electronic presentations, while sharing data between programs. Lesson objectives will focus on producing documents described in a self-paced study workbook. Working knowledge of MS Office is recommended prior to enrollment.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**General Ed. Credit:** MPC, Area E

### **BUSC 135 E-COMMERCE USING ONLINE AUCTIONS**

*1 unit • LG-C/NC • Total hours: Forty-eight hours lab*

This is a self-paced simulation course describing conduct and operation of online auctions. Lesson objectives challenge the student to simulate or optionally participate in eBay auctions as a buyer and seller. Exercises will demonstrate the mechanics of setting up accounts, communicating and using software tools, and strategies of E-commerce.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**General Ed. Credit:** MPC, Area E

## CHEMISTRY

### **CHEM 1A GENERAL CHEMISTRY I**

*5 units • LG-C/NC • Three hours lecture; three hours lab; three hours problem session*

This is the first course of a two-semester sequence. It is 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 bioorganic chemistry, thermodynamics, kinetics, equilibrium and electrochemistry. (CAN CHEM 2) (CHEM 1A + CHEM 1B = CAN CHEM SEQ A)

**Prerequisites:** High school chemistry AND intermediate algebra or MATH 263; OR CHEM 2 AND intermediate algebra or MATH 263

**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*

This is the second semester of a two-semester general chemistry sequence designed for students entering science, medicine, and related professions. Topics covered include chemical kinetics, reaction mechanisms, catalysis, chemical equilibrium, free energy, gases and gas laws, liquids and solids, solutions and solubility, qualitative analysis, acids, bases, and buffers, electrochemistry, and radiochemistry. The six-hour laboratory is closely correlated to the lecture sequence. (CAN CHEM 4) (CHEM 1A + CHEM 1B = CAN CHEM SEQ A)

**Prerequisite:** CHEM 1A AND intermediate algebra or MATH 263

**Credit transferable:** CSU, UC

### **CHEM 2 FUNDAMENTAL CHEMISTRY**

*4 units • LG-C/NC • Three hours lecture; two hours lab; one hour problem session*

CHEM 2 is an introductory-level course in chemistry designed to prepare students for CHEM 1A. Emphasis is placed on problem solving methods.

**Prerequisite:** High school algebra; or MATH 261; or MATH 261X and 261P

**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*

CHEM 10A is a non-mathematical course for non-science majors and anyone interested in how chemistry is involved in the workings of everyday objects and events in their lives. 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.

**Corequisite:** 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*

Students are provided fundamental laboratory studies and examinations of topics introduced in CHEM 10.

**Corequisite:** 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 • Three hours lecture; six hours lab; one hour problem session*

This course is the first semester of a two-semester sequence for science majors entering fields such as biology, biochemistry, chemistry, chemical engineering, dietetics, dentistry, medicine, medical technology, toxicology, environmental science, and pharmacy. The student is exposed to many areas of organic chemistry such as structure, reactions, nomenclature, and kinetics and reaction mechanisms. The laboratory teaches the skills necessary for laboratory investigations and procedures in organic chemistry, including instrumental analysis.

**Prerequisite:** CHEM 1B

**Credit transferable:** CSU, UC

### **CHEM 12B ORGANIC CHEMISTRY II**

*5 units • LG-C/NC • Three hours lecture; six hours lab; one hour problem session*

This course is the second semester of a two-semester sequence for science majors entering fields such as biology, biochemistry, chemistry, chemical engineering, dietetics, dentistry, medicine, medical technology, toxicology, environmental science, and pharmacy. The student is exposed to many areas of organic chemistry such as structure, reactions, nomenclature, and kinetics and reaction mechanisms. The laboratory teaches the skills necessary for laboratory investigations and procedures in organic chemistry, including instrumental analysis.

**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*

This is an introductory chemistry course designed for students intending to enter many health science fields. It is appropriate for most baccalaureate programs in nursing, dental hygiene, home economics, and physical education. Does not meet chemistry requirements for pre-medicine, pre-dentistry or laboratory technician majors. (CAN CHEM 6)

**Prerequisite:** MATH 261; or MATH 261X and 261P

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area B1; 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*

This is the second semester of a two-semester sequence designed for students entering baccalaureate programs in nursing, dental hygiene, home economics or physical education. Topics include organic nomenclature, structures, properties, and reactions; biomolecules, metabolism, and physiological chemistry. Does not meet chemistry requirements for pre-medicine, pre-dentistry or laboratory technician majors. (CAN CHEM 8)

**Prerequisite:** CHEM 30A

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area B1, B3

## **CHEM 151 CHEMICAL CALCULATIONS**

*1 unit • LG-C/NC • Two hours lecture*

This course is offered as an optional addition to CHEM 1A. It provides additional opportunities for students to become proficient in solving quantitative calculation problems of the type typically found in a general chemistry course.

**Corequisite:** CHEM 1A

## CHILD DEVELOPMENT

### **CHDV 1 CHILD DEVELOPMENT**

*3 units • LG-C/NC • Three hours lecture*

This course examines prenatal life through adolescence focusing on the development of children's physical, mental, social and emotional development and factors influencing development. It includes observation of children in various settings. Also offered online. (CAN HEC 14)

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** IGETC, Area 4G; 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

### **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 children must volunteer in a childcare setting. Also offered online.

**Prerequisite or Corequisite:** 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 Corequisites:** CHDV 1, 51, and one of the following: CHDV 53, 54, 80, 81, 82, 83, 84, 85 or 86

**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 Corequisite:** 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

**Course 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-TODDLER CARE**

*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 Corequisites:** 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.

**Prerequisite:** 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 • Total 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. May be repeated periodically for new content, ongoing training or updating.

**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 repeated periodically for new content, ongoing training or updating.

**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 351 CHILD CARE**

*1 unit • LG-C/NC • One hour lecture; one hour lab*

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 WORLD LANGUAGES.

CINEMA/VIDEO

See ART.

COMMUNICATIONS

**COMM 5 MASS MEDIA METHODS**

*3 units • LG-C/NC • Three hours lecture*

This course focuses on the exploration and analysis of mass media techniques and methods. Emphasis is placed on improving communications effectiveness to include analytical writing. (CAN JOUR 4)

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**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*

This course focuses on reporting strategies to include news and feature story sources, research and interview techniques. It includes magazine article marketing methods. (CAN JOUR 2)

**Prerequisite:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**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*

This course provides preparation for labor and delivery, including both normal and unexpected events, for participants who have already experienced the birth of a child. It includes a review of the physiology of fetal development and the labor and birth process. Practice of techniques to promote a satisfying labor and delivery experience as well as newborn care are reviewed.

**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 450 WALK AND WIN**

*0 units • NC • Three hours activity*

This is a beginning fitness course for individuals who desire assistance and supervision to plan and carry out an effective individualized exercise program that includes activities such as walking and stretching. It includes basic principles of conditioning and stretching as well as techniques for monitoring progress.

# COMPUTER SCIENCE AND INFORMATION SYSTEMS

## **CSIS 1 INTRODUCTION TO COMPUTER SCIENCE AND INFORMATION SYSTEMS**

*3 units • LG-C/NC • Two hours lecture; three hours lab*

Students survey the fields of computer science and information technology in this project-based course. Essential computer skills are applied to web development, assessing information, database design and object-oriented programming. Fundamental concepts of hardware, software, the internet, and implications for society are also covered. (CAN BUS 6)

**Course advisory:** CSIS 71

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area A2

## **CSIS 10A COMPUTER SCIENCE: BEGINNING PROGRAMMING**

*4 units • LG-C/NC • Three hours lecture; two hours lab; one hour by arrangement*

This course is a hands-on introduction to computer programming using both structured and object-oriented techniques. Content includes principles of algorithm design, representation of data, elements of good programming style, and use of a debugger. Students will gain extensive programming experience including a significant project. This course is currently taught in C++ with a Microsoft/Unix OS option.

**Prerequisite:** CSIS 1

**Advisories:** MATH 263; eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area A2

## **CSIS 10B COMPUTER SCIENCE: ADVANCED PROGRAMMING**

*4 units • LG-C/NC • Three hours lecture; one hour lab; two hours by arrangement*

Students gain further experience in software design by developing and using common structures in an object-oriented environment. Coverage includes dynamic memory, strings, linked lists, stacks, queues, trees, sorting, searching and hashing. This course is currently taught in C++ with a Microsoft/Unix OS option.

**Prerequisite:** CSIS 10A

**Course advisory:** MATH 40

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

## **CSIS 11 COMPUTER ARCHITECTURES**

*3 units • LG-C/NC • Two hours lecture; three hours lab*

This course provides an introduction to the organization and structure of computer systems, machine architectures, the relationship between hardware and software components, elemental computer circuits and systems, and assembly language programming.

**Course advisory:** CSIS 10A

**Advisories:** MATH 263; Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

## **CSIS 50 SOFTWARE APPLICATIONS**

*2 units • LG-C/NC • Two hours lecture*

This course introduces the Windows operating system and user interfaces, the Internet and e-mail, and integrated software for word processing, electronic spreadsheets, relational databases, and presentation graphics.

**Corequisite:** CSIS 50L

**Credit transferable:** CSU

## **CSIS 50L SOFTWARE APPLICATIONS LAB**

*1 unit • LG-C/NC • Two hours lab; one hour per week by arrangement*

Assignments mastered in the PC computer laboratory will include introduction to the Windows operating system and user interfaces, the Internet and e-mail, and integrated software for word processing, electronic spreadsheets, relational databases, and presentation graphics.

**Corequisite:** CSIS 50

**Credit transferable:** CSU

## **CSIS 51A BUSINESS DATA PROCESSING**

*3 units • LG-C/NC • Two hours lecture; three hours lab*

Course covers computer use in a business information environment, business data processing solutions including structured program design, development, testing, implementation and documentation, and practical experience in the use of common business-oriented languages.

**Prerequisite:** CSIS 1

**Credit transferable:** CSU

## **CSIS 51C DATABASE PROCESSING**

*3 units • LG-C/NC • Two hours lecture; two hours lab; one hour by arrangement*

This introductory course to database management and design provides a solid, modern foundation in the fundamentals of database processing. Students are introduced to objects and SQL databases including a survey of MS Access, Oracle, and SQL Server. Database publishing and Internet standards are introduced with XML Schema and coverage of ODBC, OLE DB, ADO, ASP, and other technology.

**Course advisory:** CSIS 51A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

## **CSIS 54 INTRODUCTION TO PERL CGI PROGRAMMING**

*3 units • LG-C/NC • Two hours lecture; two hours lab; one hour by arrangement*

This class teaches how to use the Perl programming language to write CGI scripts for dynamic web pages. Topics include forms, data files, online surveys, graphical programming, ad banners, string processing, using cookies, and an introduction to MySQL. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

## **CSIS 55 INTRODUCTION TO PROGRAMMING - VISUAL BASIC**

*3 units • LG-C/NC • Two hours lecture; three hours lab*

This course is an 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:** BUSC 110A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

## **CSIS 56 JAVA PROGRAMMING**

*3 units • LG-C/NC • Two hours lecture; two hours lab; one hour by arrangement*

This course is an introduction to event-driven programming using JAVA. Simple applications and applets will be used to discuss the main attributes of object-oriented design. Familiarity with another high-level language such as C, C++, Visual Basic, HTML and with programming as taught in CSIS 10A, 55, or 78 is recommended.

**Course advisory:** BUSC 110A or CSIS 10A or CSIS 55

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**CSIS 58 GAME PROGRAMMING IN C++**

*3 units • LG-C/NC • Two hours lecture; two hours lab; one hour by arrangement*

This class covers C++ programming from a game development perspective and provides practical training in software engineering. The topics include classes and templates, event handling, graphics animation, data structures for representing characters and environments, inheritance, and AI finite state machines. For intermediate to advanced programmers. May be taken four times based on a new version of software.

**Prerequisite:** CSIS 10A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**CSIS 61 FUNDAMENTALS OF COMPUTER-BASED GRAPHICS**

*4 units • LG-C/NC • Three hours lecture; two hours lab; one hour by arrangement*

This survey course introduces the use of graphics images on computers, from scanned and digital photographs, to original artwork in vector and raster formats, incorporation into print, presentations, web pages, and video. This course prepares students to analyze options for graphics use and creation, and to understand and select alternatives and specific software packages. Classroom exercises use commercial software for scanning, image filtering, artwork creation, and incorporation into animations and video. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**CSIS 62 WEB ANIMATION AND PROGRAMMING**

*4 units • LG-C/NC • Three hours lecture; two hours lab; one hour by arrangement*

This lecture and laboratory course describes the visual presentation of information used in web pages including static and animated graphics integrated within code. Projects using Macromedia Flash software demonstrate artwork creation, imported images, sound and video, animation techniques, and interactivity using scripts. May be taken four times based on a new version of software.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**CSIS 70 MICROCOMPUTER OPERATING SYSTEMS**

*3 units • LG-C/NC • Two hours lecture; three hours lab*

This course is an introduction to advanced features of Windows XP operating system. The features covered include installation, desktop, connecting to the world, accessories, multimedia, working with other users, tuning, visiting hardware, services, registry, network configuration, dual boot with Linux, security, network, script, and upgrades.

**Course advisory:** BUSC 110A

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**CSIS 71 OPERATING A PERSONAL COMPUTER**

*.5 units • LG-C/NC • Total hours: Four hours lecture; twelve hours lab*

An introduction to using a personal computer, this course explores the various hardware components and their functions. Students are introduced to the Operating System and the basic operations of Microsoft Windows and its uses for organization of data files and customization of the user environment.

**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 REPAIRS**

*3 units • LG-C/NC • Two hours lecture; two hours lab; one hour by arrangement*

This course covers maintenance and installation of computer hardware and basic electronic knowledge to understand basic digital. The class covers most of the A+ certification material. May be taken four times based on a new version of software.

**Course advisory:** CSIS 1; or CSIS 50 and 50L

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**CSIS 76 NETWORKING ESSENTIALS**

*3 units • LG-C/NC • Three hours lecture; one-half hour lab; one-half hour by arrangement*

This course introduces networking concepts and builds basic networking skills. Students learn about layered models (TCP/IP and OSI), Ethernet and wireless networking, routing and switching, IP addressing, network services and name resolution. This course provides the fundamentals necessary for students interested in understanding and configuring networks of all sizes, from the home network to the large corporate intranet. It also provides a foundation of knowledge for those students pursuing Microsoft, Cisco and UNIX networking classes. This is the initial Cisco Academy course and includes Cisco Academy curriculum semester 1 and 2 materials.

**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; one hour lab by arrangement*

This course reviews the Internet and the World Wide Web, including evaluation of methods, development tools, services, standards, and trends used in electronic publishing. Assignments introduce hands-on development of hypertext documents with multimedia links, use of HTML editors and source-code design, and introduction to Web-based graphics design. May be taken four times based on a new version of software.

**Course advisories:** CSIS 50 and 50L; and BUSC 121

**Credit transferable:** CSU

**CSIS 78 ADVANCED PUBLISHING ON THE WORLD WIDE WEB**

*3 units • LG-C/NC • Two hours lecture; two hours lab; one hour lab by arrangement*

This course builds on basic client-side Web publishing skills using Web design software and coding of HTML, XHTML, XML and scripting. Efficient and effective Web site design is emphasized using class projects. Dynamic HTML is studied using scripting and Cascading Style Sheets, data binding, and Java applet objects. Visual presentation is explored using image creation software while Macromedia Flash is introduced. May be taken four times based on a new version of software.

**Course advisory:** CSIS 77

**Credit transferable:** CSU

**CSIS 80 INTRODUCTION TO UNIX**

*3 units • LG-C/NC • Two hours lecture; two hours lab; one hour by arrangement*

This course provides an introduction to the UNIX operating system that includes file and directory manipulation, access 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. May be taken four times based on a new version of software.

**Course advisory:** CSIS 1

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**CSIS 82 UNIX SYSTEM ADMINISTRATION**

*1.5 units • LG-C/NC • One hour lecture; one and one-half hours lab*

This course provides experience in UNIX system administration, including system installation and configuration, shutdown and reboot procedures, backups, emergency recovery, and basic system security. Projects focus on the creation of shell scripts to automate system administration tasks. May be taken four times based on a new version of software.

**Course advisory:** CSIS 80

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**CSIS 83 MICROSOFT CLIENT OPERATING SYSTEMS**

*1.5 units • LG-C/NC • One hour lecture; one and one-half hours lab*

This course will familiarize the student with installing, configuring and using Microsoft's XP operating systems and prepare the student for the Microsoft Server Administration course. The student will learn how to perform standard and unattended installations, create and manage user and group accounts, disk partitions and file systems, configure the desktop and manage group policies, and install and configure printers.

**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 LAN Administration including adding and removing users and groups, RAS services in Windows NT server software as well as domain setup and management. Familiarity with the concepts of network essentials as found in CSIS 76 is recommended. May be taken four times based on a new version of software.

**Credit transferable:** CSU

**CSIS 98 COMPUTER PROJECTS**

*2 units • LG • One hour lecture; three hours lab*

This course provides the opportunity to implement procedures to analyze, design, and solve problems with computers. This is a capstone class where the student demonstrates knowledge of analyzing, designing, and implementing a solution to a problem in a network environment.

**Course advisories:** CSIS 75, 76, 83, 172, 174, 177, 178, and 179

**Credit transferable:** CSU

**CSIS 172 MICROSOFT SERVER ADMINISTRATION**

*3 units • LG-C/NC • Three hours lecture; one-half hour lab; one-half hour by arrangement*

This course presents the concepts and skills necessary to implement network services with Microsoft Server. Students learn how to install and configure Active Directory, group policies and profiles, DFS, DNS, DHCP and WINS. This course covers many topics that are tested to obtain the MCSA and MCSE certifications.

**Course advisory:** CSIS 83

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**CSIS 174 MICROSOFT SERVER ADVANCED ADMINISTRATION**

*3 units • LG-C/NC • Three hours lecture; one-half hour lab; one-half hour by arrangement*

This course presents the concepts and skills necessary to implement advanced network services with Microsoft 2003 Server. Students learn how to install and configure routing and filtering, RAS, IIS, terminal services, RIS, network monitoring, security and management. This is an advanced course that covers many topics that are tested to obtain the MCSA and MCSE certifications.

**Course advisory:** CSIS 172

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**CSIS 177 ROUTER THEORY AND CONFIGURATION**

*3 units • LG-C/NC • Three hours lecture; one-half hour lab; one-half hour by arrangement*

This course introduces the student to the router's architecture, boot process, command line interface, configuration and IOS management as well as basic routing protocol operation and configuration. The student will learn to configure the RIPv1, RIPv2, IGRP, EIGRP and OSPF routing protocols as well as standard and extended access lists. This is a Cisco Academy course covering Cisco Academy curriculum material for semesters 2 and 3.

**Prerequisite:** CSIS 76

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**CSIS 178 ADVANCED ROUTING AND SWITCHING**

*3 units • LG-C/NC • Three hours lecture; one-half hour by arrangement*

This course explores more advanced aspects of routing and switching. The student will learn to configure the EIGRP, OSPF and BGP routing protocols as well as how to optimize routing updates through redistribution, route filtering and route maps. The course introduces numerous advanced switching concepts such as VLAN design and configuration, VTP, STP, HSRP, and MLS.

**Prerequisite:** CSIS 177

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**CSIS 179 WAN TECHNOLOGIES**

*3 units • LG-C/NC • Three hours lecture; one-half hour lab; one-half hour by arrangement*

This course introduces various WAN technologies and services. The student will learn to cable WAN devices and to configure ISDN, PPP and frame relay protocols. Students will also implement services such as NAT and DHCP. This is a Cisco Academy course covering semesters 3 and 4 materials.

**Prerequisite:** CSIS 177

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55



## **CSIS 180    ADVANCED ROUTING AND SWITCHING IMPLEMENTATIONS**

*3 units • LG-C/NC • Three hours lecture; one-half hour lab; one-half hour by arrangement*

This course explores advanced topics in routing and switching at the Cisco Certified Network Professional (CCNP) level. The student will learn to configure the multi-cast routing, multi-area OSPF, EIGRP and BGP routing protocols as well as how to optimize routing updates through redistribution, route filtering and route maps. The course introduces advanced switching concepts such as Etherchannel and Multi-layer switching.

**Course advisories:** CSIS 76, 177 and 179

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

## **CSIS 198    NETWORK SECURITY FUNDAMENTALS**

*3 units • LG-C/NC • Three hours lecture; one-half hour lab*

This course introduces the fundamentals of network security design and implementation. Topics include TCP/IP operation, router access lists, NAT, firewall operation and configuration, security policy, VPNs and network access control. Students will obtain hands-on experience with access control on both routers and firewalls.

**Course advisories:** CSIS 76 and 177

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

## 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 units • LG-C/NC • Two hours activity*

Students will receive an introduction to modern, ballet, and jazz dance designed for the beginner. Development of body awareness and basic movement skills and their application to dance forms will be taught. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### **DANC 2    DANCE SKILLS I**

*.5 unit • LG-C/NC • One and one-half hours activity*

The beginning dance students will develop the fundamentals of movement with emphasis on skill building in the areas of physical conditioning, musicality, and dance step vocabulary. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### **DANC 3    DANCE SKILLS II**

*.5 unit • LG-C/NC • One and one-half hours activity*

The intermediate dance student will continue to develop a further understanding of movement, rhythm patterns, musicality, sequencing and techniques of dance form. Students will learn specific conditioning skills with emphasis on multi-rhythmical phrases. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### **DANC 4    DANCE SKILLS III**

*.5 unit • LG-C/NC • One and one-half hours activity*

The advanced dance student will build on skills learned in Dance Skills I and II. This course will emphasize complex and longer movement sequences, expanding and developing greater musicality, speed, dynamics, control, stamina, strength, and improve kinesthetic sense and awareness. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### **DANC 10A    MODERN DANCE I**

*1 unit • LG-C/NC • Four hours activity*

The beginning student will develop the fundamentals of movement. An emphasis will be placed on modern dance techniques, the exploration of time, space and energy. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### **DANC 10B    MODERN DANCE II**

*1 unit • LG-C/NC • Four hours activity*

A continuation of DANC 10A. Students will learn to move 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 E1

### **DANC 11A    JAZZ DANCE I**

*1 unit • LG-C/NC • Four hours activity*

This course is an introduction to jazz dance. Students will develop skills, including steps, phrases, body isolations, and various rhythmic patterns. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

**DANC 11B JAZZ DANCE II**

1 unit • LG-C/NC • Four hours activity

A continuation of DANC 11A. Students will develop skills in isolating 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 E1**

**DANC 11C JAZZ DANCE III**

1 unit • LG-C/NC • Four hours activity

A continuation of DANC 11B. Students will develop 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 E1**

**DANC 12A BALLET I**

1 unit • LG-C/NC • Four hours activity

The course is an introduction to classical ballet movement. Basic barre work and center work will be covered, as well as the classic five positions of the arms and legs and the eight body positions. The focus is on correct body alignment in all of the above material. May be taken four times for credit.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

**DANC 12B BALLET II**

1 unit • LG-C/NC • Four hours activity

Ballet II continues the study of classical ballet technique. The course includes more advanced combinations and movements at the barre and a greater emphasis on center work. Students will learn longer combinations with a greater number of steps. 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 E1**

**DANC 12C BALLET III**

1 unit • LG-C/NC • Four hours activity

Ballet III continues the study of Cecchetti barre and center work. Emphasis will be on improving line, pirouettes, beats and choreography. Beginning pointe work is allowed with instructor's 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 E1**

**DANC 14 BALLROOM DANCE**

.5 unit • LG-C/NC • Two hours activity

The study of various ballroom dances. The foxtrot, swing, waltz, Latin and current dances will be emphasized. The relationship of specific music to specific dances will be stressed. May be taken four times for credit.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

**DANC 15 ETHNIC DANCE FORMS**

1 unit • LG-C/NC • Four hours activity

This course will introduce students to the dances of various ethnic groups, either historical or modern. The course will include information about the culture of origin. May be taken four times for credit.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

**DANC 16 FLAMENCO DANCE**

.5 unit • LG-C/NC • Two hours activity

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 E1**

**DANC 17A TAP DANCE I**

1 unit • LG-C/NC • Four hours activity

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 E1**

**DANC 17B TAP DANCE II**

.5 unit • LG-C/NC • Two hours activity

Tap Dance II is a continuation of Tap Dance I, including more complex tap techniques. Learning and performing 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 E1**

**DANC 17C TAP DANCE III**

.5 unit • LG-C/NC • Two hours activity

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 E1**

**DANC 20 DANCE PRODUCTION**

1.5 units • LG-C/NC • Four and one-half hours activity

The elements and techniques of staging a dance production are presented in this course. Included are solo and group choreography and performance. Technical options include costuming, lighting and backstage. May be taken four times for credit.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

**DANC 21 INTRODUCTION TO REPERTORY**

1 unit • LG-C/NC • Four hours activity

Students will learn and rehearse complete dances and improve skills such as memory, mental rehearsal, projection. Performance is optional by audition. May be taken four times for credit.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

**DANC 53 WELLNESS IN MOTION**

.5 unit • LG-C/NC • Two hours activity

Students explore personal growth through movement, music and dance. Stress management skills are developed through creative movement. Relaxation and visualization techniques will be explored. Students keep journals and develop wellness programs. May be taken two times for credit.

**Credit transferable: CSU**

**General Ed. Credit: MPC, Area E1**

## **DANC 92 TEACHING AIDE - DANCE**

*1 unit • LG-C/NC • Three hours activity*

This course is designed for those students who have been very successful in a dance subject area and who wish to serve as teaching aides for other students. Activities will include in-class demonstrations, assisting students and short teaching assignments. Topics: All levels of modern dance, jazz dance, tap dance and ballet as well as Introduction to Dance, Ballroom and Flamenco. May be taken four times for credit.

**Enrollment Limitation:** *Division approval. 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*

## **DANC 93.1 MODERN DANCE PRACTICUM**

*1 unit • LG-C/NC • Four hours activity*

The Modern Dance Practicum is designed for dancers who have taken Modern Dance four times and desire to continue with more advanced modern dance skills. May be taken four times for credit.

**Prerequisite:** *DANC 10B*

**Credit transferable:** *CSU*

## **DANC 93.2 JAZZ DANCE PRACTICUM**

*1 unit • LG-C/NC • Four hours activity*

The Jazz Dance Practicum is designed for students who have taken Jazz Dance four times and desire to continue with advanced jazz dance skills. May be taken four times for credit.

**Prerequisite:** *DANC 11B or 11C*

**Credit transferable:** *CSU*

## **DANC 93.3 BALLET DANCE PRACTICUM**

*1 unit • LG-C/NC • Four hours activity*

The Ballet Dance Practicum is designed for students who have taken ballet dance four times and desire to continue with advanced ballet dance skills. May be taken four times for credit.

**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 E2*

### **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 Corequisite:** *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 Corequisites:** *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 SPECIALITIES**

*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.

**Prerequisites:** 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 DRAFTING AND PERSPECTIVE**

*2 units • LG-C/NC • One hour lecture; two hours lab*

This course is an introduction to reading and preparing technical drawings for architecture, interior design, and construction applications including plans, sections, elevations, details, dimensioning, lettering, and perspective rendering.

**General Ed. Credit:** MPC, Area E1

### **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

### **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 3B; MPC, Area C, F

### **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**

**Credit transferable: CSU**

### **DRAM 11 VOICE AND ORAL INTERPRETATION**

*3 units • LG-C/NC • Three hours lecture*

The exploration and practice of voice physiology, articulation, and projection are provided. The course includes individual instruction in the reading and interpretation of prose, poetry, and other literature. (CAN DRAM 6)

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C1**

### **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 13 AUDITION TECHNIQUES FOR THE STAGE**

*2 units • LG-C/NC • One hour lecture; three hours lab*

This practical and experiential course offers a guide to the selection, rehearsal and performance of material appropriate to the purpose of auditioning for theatrical stage production in drama, comedy, and music. May be taken four times for credit.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**Credit transferable: CSU**

### **DRAM 15A BEGINNING ACTING**

*3 units • LG-C/NC • Two hours lecture; three hours laboratory*

Students are introduced to acting styles and methodology involving character analysis, study and interpretation, improvisation, voice and movement exercises, group interaction and ensemble rehearsal and performance techniques. Adult-level materials and instruction are provided; course is not appropriate for children and young teens. (CAN DRAM 8)

**Condition of enrollment: Must be age 17 or older.**

**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 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**

**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.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E2**

### **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.

**Credit transferable: CSU, UC**



**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**

**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.

**Credit transferable: CSU, UC**

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 at (831) 646-4085.

**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**

**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.

**Credit transferable: CSU, UC**

**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**

**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 - DRAMATIC**

*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 64 REHEARSAL AND PERFORMANCE - MUSICAL**

*2 units • LG-C/NC • Six hours lab*

This course is a practical workshop that addresses standard techniques and practices in rehearsal and performance situations as they relate to the production of a musical play.

**Credit transferable: CSU**

**DRAM 65 REHEARSAL AND PERFORMANCE WORKSHOP - COMEDY**

*2 units • LG-C/NC • Six hours lab*

Students experience a practical and experiential workshop that addresses standard techniques and practices in rehearsal and performance situations as they relate to the production and performance of a comedy play.

**Credit transferable: CSU**

**DRAM 67 REHEARSAL AND PERFORMANCE WORKSHOP - ORIGINAL**

*2 units • LG-C/NC • Six hours lab*

This course is a practical workshop that addresses standard techniques and practices in rehearsal and performance situations as they relate to the production and performance of an original play.

**Credit transferable: CSU**

**DRAM 68 REHEARSAL AND PERFORMANCE WORKSHOP - DRAMA**

*2 units • LG-C/NC • Six hours lab*

Students take part in a practical and experiential workshop that addresses standard techniques and practices in rehearsal and performance situations as they relate to the production and performance of a dramatic play.

**Credit transferable: CSU**

**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 103 FILM DIRECTORS TO WATCH**

*3 units • LG-C/NC • Three hours lecture*

This course provides a study of cinematic "auteurs," directors whose visual stylistics and unconventional narratives make their work unique and a recognizable departure from the traditional Hollywood film. Four directors will be profiled, featuring three films from each.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**DRAM 104 EUROPEAN FILMS**

*3 units • LG-C/NC • Three hours lecture*

This course provides a study of European films, featuring outstanding works of cinematic art from different countries. The films' visual stylistics and narrative patterns will be analyzed, as well as the historical, social and cultural realities which make each film a unique product of a particular European country.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**DRAM 106 FILM AND AMERICAN CULTURE**

*3 units • LG-C/NC • Three hours lecture*

This course provides a study of American culture through film. The focus will be on the historical, social and cultural realities of this unique and complex country. It will also show American culture in terms of values, attitudes, customs, institutions and lifestyles, as presented in films.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**DRAM 109 INTRODUCTION TO DOCUMENTARY FILM**

*3 units • LG-C/NC • Three hours lecture*

This course provides a study of documentary films. It explores different styles on a variety of subjects, looking at the actuality of life and finding the extraordinary in the sometimes ordinary.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**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 4B; 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 4B; 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 4B; 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 4B; MPC, Area D

## 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 per week on volunteer basis

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

### 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 per 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

Student learn the techniques of emergency medical care designed to meet State of California requirements for certification of EMT-1 (Ambulance) personnel. May be taken four times for credit.

### EMMS 180A EMERGENCY MEDICAL TECHNICIAN: PARAMEDIC I

6.5 units • LG-C/NC • Three and one-half hours lecture; nine and one-half hours lab

This course provides information about advanced techniques for emergency medicine designed to meet State of California requirements for certification of EMT-Paramedics. Students need current CPR certification (American Heart Association, Health Care Provider) and recent EMT experience and certification to benefit from instruction. May be taken four times for updating purposes.

**Prerequisites:** High school diploma or equivalent, current CPR certification, and current EMT-1A or EMT-II certification (or expired no longer than one year)

### EMMS 180B EMERGENCY MEDICAL TECHNICIAN: PARAMEDIC II

6.5 units • LG-C/NC • Three and one-half hours lecture; nine and one-half hours lab

This course provides continued information about advanced techniques for emergency medicine designed to meet State of California requirements for certification of EMT-Paramedics. May be taken four times for updating purposes.

**Prerequisite:** EMMS 180A

### 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.

**Course advisories:** HLTH 205 or current CPR certification; and NURS 264 or equivalent

## 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

2 units • LG-C/NC • Two hours lecture; one hour lab

This course explores careers in engineering, science and technology, including the role and the function of engineering in modern society, problems and responsibilities of the engineering profession and an introduction to the methods of engineering analysis, design and problem solving.

**Advisory:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

### ENGR 2 ENGINEERING GRAPHICS WITH DESCRIPTIVE GEOMETRY

3 units • LG • Two hours lecture; three hours lab

This course presents the fundamental principles of orthographic projection and descriptive geometry and their application to the analysis and solution of diverse problems arising in engineering. Also included are graphical calculus, graphical mechanics, pictorials, computer-aided drawing and an introduction to conceptual design. (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

Students learn the principles of statics and their application to engineering problems. Topics include concentrated and distributed force systems and equilibrium conditions covering structures, machines, friction and methods of virtual work. (CAN ENGR 8)

**Prerequisite:** PHYS 3A

**Prerequisite or corequisite:** MATH 20C

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

### ENGR 12 ENGINEERING CIRCUITS

3 units • LG • Three hours lecture; one hour problem

This course introduces resistive, capacitive, inductive and op-amp circuits, as well as techniques of DC and AC analysis such as circuit equivalents, transfer functions, sinusoidal excitation and phasors, and complex frequency response.

**Prerequisite:** PHYS 3B

**Prerequisite or corequisite:** MATH 32

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**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 Mathematics 14; credit may be earned only once.

**Corequisite:** MATH 18 or 20A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4

### ENGR 17 MATLAB FOR SCIENTIFIC AND MATHEMATICAL PROGRAMMING

3 units • LG-C/NC • Two hours lecture; three hours lab

This course introduces the MATLAB programming language as applied to problems in science and mathematics. Topics include problem solving techniques, basic script programming, functions, arrays, data files, and graphics. Applications include least squares, roots of polynomials, numerical integration, and determinants.

**Corequisite:** MATH 18 or 20A

**Advisory:** Eligibility for ENGL 1A

**Credit transferable:** CSU

### 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

## 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. Also offered online. (CAN ENGL 2) (ENGL 1A + ENGL 1B = CAN ENGL SEQ A)

**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 A*

### 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. (CAN ENGL 4) (ENGL 1A + ENGL 1B = CAN ENGL SEQ A)

**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 10 LITERATURE BY AND ABOUT MEN

*3 units • LG-C/NC • Three hours lecture*

This literature survey explores multiple sources, enactments, and depictions of maleness, manhood, virility, and masculinity in essays, films, short stories, music, and poetry either by men or about men. Also offered online.

**Prerequisite:** *Eligibility for ENGL 1A*

**Credit transferable:** *CSU, UC*

**General Ed. credit:** *IGETC, Area 3B; MPC, Area C*

### ENGL 11 LITERATURE BY AND ABOUT WOMEN

*3 units • LG-C/NC • Three hours lecture*

American, British and international literary works by and about women, including poetry, fiction, autobiography, drama and non-fiction prose will introduce students to literary analysis, interpretation and understanding. The course focuses on literary trends, style, and issues of race, class, ethnicity, and cultural identity and provides students with opportunities to explore individual writers in depth. Also offered as Women's Studies 11; credit may be earned only once.

**Prerequisite:** *Eligibility for ENGL 1A*

**Credit transferable:** *CSU*

### 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 THE 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. Also offered online.

**Prerequisite:** ENGL 1A

**Course advisory:** 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) (ENGL 46 + ENGL 47 = CAN ENGL SEQ B)

**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) (ENGL 46 + ENGL 47 = CAN ENGL SEQ B)

**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 A

**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**

*3 units • LG-C/NC • Three hours lecture*

Students will learn technical writing and editing skills, focusing on individual and group assignments. Topics include creating document plans, organizing information, technical research and working with subject matter experts, process analysis, page design, correct English usage, style, technical editing, and placement of graphics. Students should have the ability to write acceptable sentences and paragraphs. Also offered online.

**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. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

### **ENGL 115 ADVANCED TECHNICAL WRITING: SOFTWARE DOCUMENTATION**

*3 units • LG-C/NC • Three hours lecture*

This course is a continuation of ENGL 113, focusing on the most common kind of technical writing: procedures and manuals. Students learn the process of writing a software manual, from start to finish. Topics include budgeting, document planning, writing, testing, editing, production, and working with project teams. Semester project can be geared to student's discipline or employment. Also offered online.

**Prerequisite:** ENGL 113

### **ENGL 116 ADVANCED TECHNICAL EDITING**

*3 units • LG-C/NC • Three hours lecture*

This course is a continuation of ENGL 114, providing students with practice in editing a wide variety of materials, including text, flowcharts, procedures, tables, lists, graphics, figures, glossaries, and indexes. It focuses on the stages of editing, from developmental to production, and on adapting editing skills to current changes in the publishing world. Semester project can be geared to student's discipline or employment. Also offered online.

**Prerequisite:** ENGL 114

### **ENGL 120 GRAMMAR AND USAGE**

*3 units • LG-C/NC • Three hours lecture*

This course, designed for students who want to learn, review or refresh skills in English grammar and usage, covers sentence structure, word choice, punctuation, and mechanics. Emphasis is on usage of dictionaries and college-level grammar handbooks, and on successful understanding and use of computerized grammar- and spell-check programs.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

### **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 the 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 and Study Skills 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 and Study Skills 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 and Study Skills 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 and Study Skills 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 per week (3/04/05 for consistency) 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**

*.5 unit • C/NC • Total hours: Twenty-four hours lab by arrangement*

In this course students will learn to use a basic word processing program to write and revise their own work. Students will also learn the basics of using word processing to assist with research strategies. Adult-level materials and instruction are provided; course is not appropriate for children.

**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. Adult-level materials and instruction are provided; course is not appropriate for children. 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. Adult-level materials and instruction are provided; course is not appropriate for children.

### **ENGL 325 BASIC GRAMMAR FOR WRITING**

*.5 unit • C/NC • Total hours: Twenty-four hours lab by arrangement*

This course reviews the English grammar in detail, but with a focus on writing more sophisticated and complex sentence structures that are grammatically sound and show an understanding of both English structure and rules of punctuation. Adult-level materials and instruction are provided; course is not appropriate for children.

### **ENGL 326 INTERMEDIATE GRAMMAR FOR WRITING**

*.5 unit • C/NC • Total hours: Twenty-four hours lab by arrangement*

This course reviews English grammar in detail, focusing on writing complex sentence structures that are grammatically sound and show understanding of both English structure and rules of punctuation. This course introduces sentence unity at the paragraph level and basic essay development. Adult-level materials and instruction are provided; course is not appropriate for children.

**Course advisory:** ENGL 325

## **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. Adult-level materials and instruction are provided; course is not appropriate for children.

### **ENGL 335 BUILDING A BETTER VOCABULARY**

*.5 unit • C/NC • Total hours: Twenty-four hours lab by arrangement*

This course is designed to help students understand the meanings of words from context clues and help them understand basic word parts and meanings. Words in a broad range of areas are defined and used in short essays. Adult-level materials and instruction are provided; course is not appropriate for children.

### **ENGL 400 INDIVIDUALIZED ENGLISH AND STUDY SKILLS**

*0 units • NC • 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. Adult-level materials and instruction are provided; course is not appropriate for children.

## **ENGLISH AS A SECOND LANGUAGE**

### **LEVEL 1**

#### **ENSL 312/412 INTENSIVE BEGINNING ENGLISH**

*12.5 units/0 units • C/NC • Twelve hours lecture; two hours lab*

This is the most basic course for the non-native speaker at MPC. It is for the student who has very little or no English. It emphasizes listening, speaking, pronunciation, and vocabulary. Includes two hours per week of computer-based assignments in the ESL Center.

### **LEVEL 2**

#### **ENSL 320/420 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.

#### **ENSL 321/421 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.

#### **ENSL 322/422 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

**ENSL 323/423 BEGINNING CONVERSATION I**

1 unit/0 units • C/NC • One hour lecture

This course, at the beginning or high-beginning level for non-native speakers, emphasizes listening, vocabulary, and conversation in situational contexts.

**ENSL 324/424 BEGINNING CONVERSATION II**

2 units/0 units • C/NC • Two hours lecture

This course, at the beginning or high-beginning level for non-native speakers, emphasizes listening, vocabulary, and conversation in situational contexts.

**ENSL 325/425 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.

**ENSL 326/426 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****ENSL 330/430 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

**ENSL 331/431 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

**ENSL 332/432 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

**ENSL 333/433 INTERMEDIATE CONVERSATION I**

1 unit • C/NC • One hour lecture

This course, at the low-intermediate or intermediate level for non-native speakers, emphasizes listening, vocabulary, and conversation in situational contexts.

**ENSL 334/434 INTERMEDIATE CONVERSATION II**

2 units • C/NC • Two hours lecture

This course, at the low-intermediate or intermediate level for non-native speakers, emphasizes listening, vocabulary, conversation in situational contexts.

**ENSL 335/435 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

**ENSL 336/436 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**

3.5 units • C/NC • Three 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. This course may be taken in lieu of the reading and writing content of ENSL 342.

**Course advisories:** ENSL 330/430 or ENSL 332/432, or appropriate score on the ESL Placement Test

**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

**ENSL 346/446 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, and other areas.

**Course advisories:** ENSL 330/430 or ENSL 332/432

**ENSL 348/448 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**

**ENSL 10 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.

**Prerequisite:** *ENSL 342, or ENSL 343 and 344, or qualifying assessment results*

**Corequisite:** *ENSL 55 or qualifying assessment results*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *MPC, Area C3*

**ENSL 55 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. Also offered online.

**Prerequisites:** *ENSL 342; or ENSL 343 and 344*

**Credit transferable:** *CSU*

**OTHER**

**ENSL 328/428 PRONUNCIATION AND SPELLING**

*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**

**ENSL 300/400 INDIVIDUALIZED STUDY IN ENGLISH**

*.5-3 units/0 units • C/NC • Total hours: 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.

**ENSL 305/405 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.

**ENSL 306/406 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.

**ENSL 307/407 COMPUTER LAB: LISTENING AND PRONUNCIATION**

*.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 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 4C; 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, 4F; 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. 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 4C, 4H; 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 4A, 4C; 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 4A, 4C; 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 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 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 4A, 4C; 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 4A, 4C; MPC, Area D**ETNC 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 Women's 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 4A, 4C; MPC, Area D**ETNC 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 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:** CSU, Area D3, D4; IGETC, Area 4C, 4D; MPC, Area D**ETNC 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 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:** CSU, Area D3, D4; IGETC, Area 4C, 4D; MPC, Area D**ETNC 40 THE AFRICAN EXPERIENCE***3 units • LG-C/NC • Three hours lecture*

For course description see History 40. Also offered as History 40; 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:** CSU, Area D5; MPC, Area D

## FAMILY & CONSUMER SCIENCE

**FACS 52 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**FACS 56 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 E1**FACS 163 BUILDING MUTUALLY RESPECTFUL RELATIONSHIPS WITH FAMILIES: COMMUNICATION WITH SKILL AND HEART***1.5 units • LG-C/NC • Total hours: twenty-four hours lecture; six hours lab by arrangement*

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



## **FACS 165 CULTURAL COMPETENCE**

*1 unit • LG-C/NC • Total hours: Sixteen hours lecture; three hours lab by arrangement*

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*

## **FASHION**

### **FASH 15 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.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**Credit transferable:** *CSU, UC*

### **FASH 50 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 socioeconomic, 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*

**General Ed. Credit:** *MPC, Area E2*

### **FASH 52 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*

### **FASH 53 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*

### **FASH 54A 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*

### **FASH 54B 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*

### **FASH 55 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*

### **FASH 56 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 for ENGL 111 and 112 or ENSL 10 and 55*

**Credit transferable:** *CSU*

### **FASH 61 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*

### **FASH 63 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*

### **FASH 65 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*

### **FASH 68 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*

**FASH 71 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

**FASH 73 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

**FASH 75 SEWING SPECIALTY FABRICS**

*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

**FASH 80 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, batik, applique, tucking, quilting, smocking, stitching, and embellishments will be included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit Transferable:** CSU

**FASH 81 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

**FASH 82 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

**FASH 84 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

**FASH 116 SPINNING AND 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.

**FASH 126 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

**FASH 186 CAD FOR APPAREL LABORATORY**

*1-4 units • LG-C/NC • Three hours lab per week for each 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. May be taken for a maximum of four units.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**FIRE ACADEMY****FACD 129 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.

**FACD 130 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 incident 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 for ongoing training or updating.

**FACD 131 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 for ongoing training or updating.

**FACD 132 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 for ongoing training or updating.

**FACD 133    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 for ongoing training or updating.

**FACD 134    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 for ongoing training or updating.

**FACD 135    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 for ongoing training or updating.

**FACD 136    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 for ongoing training or updating.

**FACD 137    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 three times for credit for ongoing training or updating.

**FACD 138    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 for ongoing training or updating.

**FACD 139    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 for ongoing training or updating.

**FACD 140    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 for ongoing training or updating.

**FACD 141    PREVENTION 2B: INTERPRETING UBC, CCR-TITLE 19 AND 24***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 for ongoing training or updating.

**FACD 142    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 for ongoing training or updating.

**FACD 143    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 for ongoing training or updating.

**FACD 144    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 for ongoing training or updating.

**FACD 145    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 for ongoing training or updating.

**FACD 146    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 for ongoing training or updating.

**FACD 147 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 for ongoing training or updating.

**FACD 148 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 for ongoing training or updating.

**FACD 149 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 for ongoing training or updating.

**FACD 154 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 for ongoing training or updating.

**FACD 155 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.

**FACD 156 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.

**FACD 157 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-phrase fire behavior language. May be repeated provided there has been a change in the code or regulations as documented by the department.

**FACD 158 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.

**FACD 159 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.

**FACD 160 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.

**FACD 165 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 three times for credit for ongoing training or updating.

## FIRE PROTECTION TECHNOLOGY

**FIRE 100 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 E2**

**FIRE 101 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.

**FIRE 102 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.

**FIRE 104 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.

**FIRE 109 FIRE ALARM AND DETECTION SYSTEMS***3 units • LG-C/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.

**FIRE 110 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 fire-ground resources; and fireground simulation scenarios designed for first-in officer. Applies to FIRE OFFICER and is accredited by CFSTES.

**FIRE 111 FIRE 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.

**FIRE 112 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.

**FIRE 113 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.

**FIRE 114 FIRE 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.

**FIRE 115 FIRE INVESTIGATION 1A: FIRE ORIGIN AND CAUSE DETERMINATION***3 units • LG-C/NC • Three hours lecture*

Techniques required for incendiary, accidental, fatal, vehicle, wildland and juvenile fire investigation; report writing and evidence collection. Applies to FIRE OFFICER and is accredited by CFSTES.

**FIRE 116 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.

**FIRE 117 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.

**FIRE 120 FIRE 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.

**FIRE 121 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.

**FIRE 122 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.

**FIRE 211 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.

**FIRE 212 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.

**FIRE 220 FIREFIGHTER IA***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.

**FIRE 221 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.

**FIRE 222 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.

## **FIRE 225 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.

## **FIRE 230 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.

## **FIRE 411 FIRE AND LIFE SAFETY TRAINING**

*0 units • NC • Total hours: Four to two hundred fifty-five hours lecture*

Designed to provide the student with current information within the parameters of firefighting skills and current technology in the scope of life safety, fire control and rescue tactics.

## **FIRE 413 FIREFIGHTER UPDATE**

*0 units • NC • Total hours: Seventeen to two hundred fifty-five hours by arrangement*

Designed to provide the student with current information within the parameters of firefighting skills, current technology and in fire control and rescue techniques.

## FOREIGN LANGUAGES

See WORLD LANGUAGES.

## FRENCH

See WORLD 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.-400 A.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, D6; 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 C2, D6; IGETC, Area 3B; 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 C2, D6; IGETC, Area 3B; 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 C2, D6; IGETC, Area 3B; 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; 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 • NC • 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 • 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.

**GENT 403 THE GOLDEN AGE OF GREECE (500-300 B.C.)**

*0 units • 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.

**GENT 404 THE RISE AND FALL OF ROME (300 B.C. - 400 A.D.)**

*0 units • 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.

**GENT 405 MEDIEVAL WORLD: PART I (400-1100)**

*0 units • 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, 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 • 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.

**GENT 407 THE EARLY RENAISSANCE (1350-1520)**

*0 units • NC • 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 • 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.

**GENT 409 FOUNDATIONS OF THE MODERN WORLD  
(1600-1690)**

*0 units • 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.

**GENT 410 THE AGE OF REASON (1690-1775)**

*0 units • 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.

**GENT 411 REACTION AND REVOLUTION (1775-1815)**

*0 units • 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.

**GENT 412 THE AGE OF PROGRESS (1815-1870)**

*0 units • 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.

**GENT 413 THE END OF INNOCENCE (1870-1918)**

*0 units • 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.

**GENT 414 BETWEEN THE WARS (1918-1945)**

*0 units • 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.

**GENT 415 WORLD WAR II TO THE PRESENT (1945-Present)**

0 units • 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.

**GENT 416 GENTRAIN SPECIAL TOPICS**

0 units • NC • 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 and climate, ecosystems, tectonics, soils, land forms, gradation, glaciation, fresh water, 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 4E; 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 4E; 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 4E; MPC, Area D

## 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) (GEOL 2 + GEOL 2L = CAN GEOL 2)

**Corequisite:** 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

**GEOL 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 GEOL 2. Local field trips are required. (GEOL 2 + GEOL 2L = CAN GEOL 2)

**Corequisite:** GEOL 2

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** (GEOL 2 & 2L) CSU, Area B3; IGETC, Area 5A; MPC, Area B

**GEOL 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

**General Ed. Credit:** CSU, Area B1, B3; IGETC, Area 5A; MPC Area B

**GEOL 10 GEOLOGIC PERILS IN THE MONTEREY BAY AREA**

3 units • LG-C/NC • Three hours lecture

This course covers the application of basic principles of earth processes, including tectonics, erosion, climate and wind to the recognition of natural hazards and their mitigation. Topics will include earthquakes, landslides, floods, sea cliff erosion, tsunamis, and sand dune migration as they may occur in the Monterey Bay area. Requires one or two Saturday field trips.

**Credit transferable:** CSU

## GERMAN

See WORLD 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 E1

**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

## **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's Studies 7; credit may be earned only once.

**Credit Transferable:** CSU, UC

**General Ed. Credit:** CSU Area E; MPC, Area E1

## **HLTH 205 CARDIO-PULMONARY RESUSCITATION FOR HEALTH PROFESSIONALS**

*.5 units • 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 HISTORY OF ASIA**

*3 units • LG-C/NC • Three hours lecture*

This course discusses the development of civilization in Asia from the Agricultural Revolution to the Age of Exploration. It will also cover the beginning of urbanization and the development of civilization in the Middle East, India, China and Japan, emphasizing cultures and institutions through history, art, religion and literature.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D6; IGTEC, Area 3B, 4F; MPC, Area D

### **HIST 4 HISTORY OF WESTERN EUROPE I**

*3 units • LG-C/NC • Three hours lecture*

Students study the growth of European civilization from the earliest times (ancient Egypt, Mesopotamia, Greece, and Rome) through the Middle Ages, to the development of strong national states at the time of Louis XIV. (CAN HIST 2) (HIST 4 + HIST 5 = CAN HIST SEQ A)

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D6; IGTEC, Area 3B, 4F; MPC, Area D

### **HIST 5 HISTORY OF WESTERN EUROPE II**

*3 units • LG-C/NC • Three hours lecture*

This course studies European civilization from the time of Louis XIV to the present day. Emphasis is placed on the importance of nation states, the French Revolution, the Industrial Revolution, World Wars I and II and the post-war period. (CAN HIST 4) (HIST 4 + HIST 5 = CAN HIST SEQ A)

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D6; IGTEC, Area 3B, 4B, 4F; MPC, Area D

### **HIST 6 HISTORY OF WORLD RELIGIONS**

*3 units • LG-C/NC • Three hours lecture*

History and characteristics of world religions, including "archaic" traditions. The socio-political, cultural and aesthetic context of religions will be emphasized, including religion as reform or revolution, community-building, church-state relations and religious art.

**Advisory:** Eligibility for ENGL 111

**General Ed. Credit:** CSU, Area D6; IGTEC, Area 3B, 4F; MPC, Area D

### **HIST 7 THE ANCIENT WORLD: WORLD CIVILIZATION TO 1500**

*3 units • LG-C/NC • Three hours lecture*

This course examines the main contours of world civilization before 1500. It highlights the origins of humankind, of agriculture, and of urban-based civilizations, and emphasizes the connections among the early world's diverse societies and the similarities and differences in their ancient histories.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2, D; IGTEC, Area 3B, 4F; MPC, Area D

### **HIST 8 THE MODERN WORLD: WORLD CIVILIZATION SINCE 1500**

*3 units • LG-C/NC • Three hours lecture*

This course is an examination of world civilization since 1500. The focus is on the impact of Western and European expansion of the world over the past 500 years, and the similarities and differences in the modern histories of the world's various societies and peoples.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2, D; IGTEC, Area 3B, 4F; 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 D3, D6; IGTEC, Area 3B, 4C, 4F; MPC, Area D

### **HIST 12 WOMEN IN AMERICAN HISTORY**

*3 units • LG-C/NC • Three hours lecture*

This course covers Native American, African-American, Asian-American, Latina, European American and immigrant women heroines and "ordinary" women who have shaped American history and culture. Satisfies the CSU American History requirement. Also offered as Women's Studies 12; 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:** 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, 4D, 4F; MPC, Area D

**HIST 15 HISTORY OF CALIFORNIA***3 units • LG-C/NC • Three hours lecture*

Students examine California as a microcosm of the problems of the 20th Century through the study of physical, ethnic, cultural, social, political and economic forces that have influenced California's development from the American Indian period to the present.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D**HIST 17 HISTORY OF THE UNITED STATES I***3 units • LG-C/NC • Three hours lecture*

This course presents the ethnic, physical, political, economic, social and cultural influences on development of the United States from colonial times to the Reconstruction era. Emphasis is placed on legacies derived from this earlier period of U.S. history. Satisfies the CSU American History requirement. (CAN HIST 8) (HIST 17 + HIST 18 = CAN HIST SEQ B)

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D**HIST 18 HISTORY OF THE UNITED STATES II***3 units • LG-C/NC • Three hours lecture*

Students examine the political, social and economic factors influencing U.S. development from 1877 to the present. Emphasis is placed 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) (HIST 17 + HIST 18 = CAN HIST SEQ B)

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D**HIST 20 HISTORY OF MEXICO***3 units • LG-C/NC • Three hours lecture*

Students learn the history of Mexico from pre-Columbian times to the present. Special emphasis is placed on the physical, ethnic, cultural, social, political and economic forces that have shaped Mexico's history. Emphasis is placed also on the War for Independence in the 19th Century.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D6; IGETC, Area 4F; MPC, Area D**HIST 36 HISTORY OF RUSSIA 1917-PRESENT***3 units • LG-C/NC • Three hours lecture*

This course is 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.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D**HIST 40 THE AFRICAN EXPERIENCE***3 units • LG-C/NC • Three hours lecture*

This course surveys current geography, history, culture, politics, and economics of Africa south of the Sahara, and the relationship between Africa and the U.S. Also offered as Ethnic Studies 40; 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:** CSU, Area D6; MPC, Area D**HIST 47 HISTORY OF THE ANCIENT MEDITERRANEAN AND NEAR EAST***3 units • LG-C/NC • Three hours lecture*

Students learn about the rise, development, and growth of civilization in the ancient Mediterranean world while focusing on major kingdoms, cultures, and institutions through the study of history, literature, archaeology, art, and religion of Mesopotamia, Egypt, Greece, Rome, and Byzantium. This course provides background to HIST 48.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area D; IGETC, Area 3B, 4F**HIST 48 HISTORY OF THE MIDDLE EAST***3 units • LG-C/NC • Three hours lecture*

This course addresses the rise, development, and growth of Islam and Arabic civilization from the time of Muhammad and the Golden Age of Islam through the inclusion of non-Arab Moslems. Focus is placed on the diverse cultures and institutions that make the modern Middle East.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D**HIST 50 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**HIST 55 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 E2**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 unit • 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 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 soufflé, sauce production and dessert garnishes will be covered. Previous baking courses or experience recommended.

**Credit transferable:** *CSU*

**HOSP 84 INTRODUCTION TO CHOCOLATE**

*.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab*

This course covers the history, growth and processing of chocolate for baking and pastry uses. Students will learn the art of tempering couverture and the uses of chocolate in pastry for baking and decorating. Types of chocolate, levels of quality and uses of chocolate will be covered. Lab included.

**Credit transferable:** *CSU*

**HOSP 85 BEVERAGE PREPARATION AND SERVICE**

*.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab*

This course introduces beverages commonly prepared and served in restaurants and food service establishments. Descriptions, characteristics, sources and preparation and service techniques for coffees, teas, chocolate beverages, wines and beers will be studied. Wine and beer tasting are not included. Lab included.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**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. May be taken four times as necessary for recertification.

## 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 THE ARTS

3 units • LG-C/NC • Three hours lecture

This course examines women in the visual arts, emphasizing American culture over the past four hundred years. Students study the visual arts made by women and what their relationship to society was when they made it. 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

This course explores the humanities as a guide to living. It examines diverse attitudes toward art, science and technology, philosophy, religion, mythology and ethics. Emphasis is placed on self-knowledge, critical thinking, and responsible value choices.

**Advisory:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2, E; IGETC, Area 3B; MPC, Area C

### HUMA 30 HUMANITIES IN THE MELTING POT

3 units • LG-C/NC • Three hours lecture

This course 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 E2

### HUMS 53 COUNSELING TECHNIQUES FOR THE PARAPROFESSIONAL

3 units • LG-C/NC • Three 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 service workers are addressed, as are aspects of counseling theory and practice that are applicable to placements that require advanced problem solving and intervention skills. Other 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 54 FAMILY DEVELOPMENT I

3 units • LG-C/NC • Three hours lecture

This course focuses on using family development principles as a sustainable route to self-reliance, building mutually respectful relationships with families, communication skills necessary to make relationships work effectively, understanding cultures, barriers to working effectively with diversity, expanding multicultural competence, and strength-based assessment.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

### HUMS 55 FAMILY DEVELOPMENT II

3 units • LG-C/NC • Three hours lecture

This course focuses on helping families set and reach their own goals, helping families access specialized services, home visiting, facilitation skills and collaboration.

**Course advisory:** HUMS 54

**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

## INTERDISCIPLINARY STUDIES

### INDS 430 MONTEREY BAY MARITIME HISTORY AND ART

0 units • 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 • 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 is an introduction to the elements and principles of design, the interior design profession, and the interior design problem-solving process. Students will work with floor plans, color and design principles, furniture and fixture selection and arrangement.

**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, luminaires 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 THEORY AND APPLICATION

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 AND DESIGN

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 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 WORLD LANGUAGES.

## JAPANESE

See WORLD LANGUAGES.

## LEARNING SKILLS

### **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 of credit*

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***.5-3 units • 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 331A LEARNING STRATEGIES LAB***1 unit • C/NC • Three hours lab*

Prescriptive instruction is provided to students with disabilities requiring specialized assistance in order to pursue regular courses. Focus is placed on academic and learning modality strengths and weaknesses based on the student's education plan. Topics include development of basic academic skills (reading, writing, math, spelling, etc.), executive function skills (task analysis, strategy selection, strategy monitoring, strategy revision), and/or thinking skills which underlie a person's ability to learn (memory, concentration, reasoning, information processing). May be taken four times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331B READING STRATEGIES LAB***1 unit • C/NC • Three hours lab*

Prescriptive instruction for students with disabilities requiring specialized assistance in order to pursue regular courses. Focus on development of a process-based approach to reading skills with a computer emphasis. Designed for students enrolled in LNSK 332 and to support students in any class requiring reading assignments. May be taken four times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331C WRITING STRATEGIES LAB***1 unit • C/NC • Three hours lab*

Prescriptive instruction is provided to students with disabilities requiring specialized assistance in order to pursue regular courses. Focus is placed on development of a process-based approach to writing with computer emphasis. This course is designed for students enrolled in LNSK 333 and to support students in any class requiring written assignments. May be taken four times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331D MATH STRATEGIES LAB***1 unit • C/NC • Three hours lab*

Prescriptive instruction is provided to students with disabilities requiring specialized assistance in order to pursue regular courses. Focus is placed on skill development in mathematics with practical and computer emphasis. This course is designed to support students enrolled in any math class. May be taken four times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331E THINKING AND REASONING STRATEGIES LAB***1 unit • C/NC • Three hours lab*

Prescriptive instruction is provided in thinking and reasoning skills for students with disabilities requiring specialized assistance in order to pursue regular courses. Emphasis is given to the topics of attention/concentration, short-term memory, organization, deductive reasoning, and information processing using the computer as one of the primary learning tools. May be taken four times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331F SELF-ADVOCACY STRATEGIES LAB***1 unit • C/NC • Three hours lab*

Prescriptive instruction for students with disabilities requiring specialized assistance in order to pursue regular courses. Focus on learning skills required to be successful self-advocates, such as knowledge of disability laws; knowledge of individual strengths, weaknesses and coping mechanisms; communication; strategies to build self-concept; knowledge and utilization of resources. May be taken four times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**LNSK 331G AUDITORY PROCESSING STRATEGIES LAB***2 units • C/NC • Six hours lab*

Prescriptive instruction for students with disabilities requiring specialized assistance in order to pursue regular courses. Focus on development of a process-based approach to auditory processing, attention/focus, and communication skills with an emphasis on the utilization of specialized equipment. Designed to support students in any class requiring verbal and/or written communication skills. May be taken two times for credit. After that, may be repeated based on provisions of Title 5, Section 56029.

**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 measurable 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 measurable 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 measurable 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 measurable progress as documented in the student's Individual Education Plan.

**LNSK 410 JOB READINESS I***0 units • NC • Five to twenty hours activity*

This course is designed to assist students with developmental disabilities prepare for entry-level work. The class will focus on work skills, on-the-job relationships, job retention skills, and the use of computers and other adapted technologies used in the workplace.

**LIBRARY SERVICES****LIBR 50 INTRODUCTION TO INFORMATION COMPETENCY AND LITERACY***1 unit • C/NC • Three hours lab*

This self-paced course is designed to teach and strengthen the information competency and research skills of college students. The course provides students with the life-long learning skills needed to access, evaluate and utilize information resources, including full-text periodical databases, Internet resources, online catalogs, as well as materials traditionally located in the library.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55****Credit transferable: CSU**

**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. Only offered online.

**Credit transferable: CSU****General Ed. Credit: MPC, Area E2****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. Only 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. Only offered online.

**Prerequisite: LIBR 61****Credit transferable: CSU****LIBR 72 EFFECTIVE USE OF THE INTERNET***1 unit • LG-C/NC • One hour lecture*

This is a course covering effective Internet searching including evaluating search tools, critical analysis of information located via the Web, overview of computerized library resources, new search tools, advanced search techniques, specialized search tools, and uncovering the "hidden" Web. The course includes online discussions. It is recommended that students have basic computer skills (PC or Mac) before enrolling. Offered online.

**Credit transferable: CSU****LIBR 80 INTERNET LITERACY***3 units • LG-C/NC • Three hours lecture*

This course covers Internet history, access, management, organization, components (including e-mail, file types, downloads, attachments, newsgroups, listservs and chat), ethical issues, basic web authoring, effective searching, evaluating information, and correct citation of Internet resources. The course includes online discussions. It is recommended that students possess basic computer skills (Mac or PC) before enrolling. Offered online.

**Credit transferable: CSU****MARINE SCIENCE AND TECHNOLOGY****MAST 10 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS), GLOBAL POSITIONING SYSTEMS (GPS) AND CARTOGRAPHY***4 units • LG-C/NC • Three hours lecture; three hours lab; one hour lab by arrangement*

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. Individualized computer lab hours by arrangement in the CAD lab.

**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****MAST 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 MAST 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 MAST 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****MAST 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 MAST 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****MAST 21 OCEAN DATA COLLECTION AND VISUALIZATION***4 units • LG-C/NC • Three hours lecture; three hours lab*

This course focuses on the collection, interpretation, and visualization of ocean data. A variety of technologies will be used such as CTDs (Conductivity-Temperature-Depth), sensors, sonars (depth profilers, side scan sonar), ROVs, and GPS to collect data and create maps used to solve real-world marine problems. At-sea field trips are required.

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55****Course advisory: OCEN 2****Credit transferable: CSU****MAST 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**

**MAST 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**

**MAST 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 plants and animals such as fish, shrimp and abalone. Aquaculture is the fastest growing segment of American agriculture.

**Credit transferable: CSU**

**MAST 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**

**MAST 51 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**

**MAST 55 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**

**MAST 60 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**

**MAST 70 INTRODUCTION TO WEATHER AND CLIMATE**

3 units • LG-C/NC • Three hours lecture

This class provides an understanding of elements and conditions which impact weather and climate, with an emphasis on the marine environment. Topics will include heat balance, moisture and atmospheric stability, air pressure and winds, storms, general air circulation, air mass theory, descriptive meteorology, clouds, and weather analysis and forecasting.

**Advisories: Completion of MATH 263; eligibility for ENGL 1A**

**Credit transferable: CSU**

**MAST 115 GUIDE TRAINING FOR THE MONTEREY BAY AQUARIUM**

1.5 units • C/NC • Total hours: 22.5 hours lecture

This is a class taught at the Monterey Bay Aquarium to train interpretive guides for the Aquarium. Course includes overview of marine habitats, fauna and flora, interpreting marine science and teaching conservation to public audiences.

**MAST 116 PRACTICAL EXPERIENCE IN GUIDE TRAINING FOR THE MONTEREY BAY AQUARIUM**

1 unit • C/NC • Total hours: Forty-two hours lab

This is an Aquarium interpretive guide class, taught at the Monterey Bay Aquarium. It provides instruction and practice in interpretive skills and communication of marine science concepts relating to aquarium exhibits.

**MAST 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

This course offers a historical study of elementary mathematics and discussion of 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 will be covered. (CAN MATH 2)

**Prerequisite: MATH 263**

**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 12 NUMBER SYSTEMS**

3 units • LG-C/NC • Four hours lecture

This course is especially valuable for prospective elementary teachers and liberal arts students. The course provides an understanding of the nature of arithmetic and the structure of mathematical systems. Topics covered may include a study of sets, relations, systems of numeration, the real number system, and geometric concepts.

**Prerequisites: MATH 262 and 263**

**Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55**

**Credit transferable: CSU, UC**

**General Ed. Credit: 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. (CAN MATH 8)

**Prerequisite:** MATH 263

**Advisories:** Prerequisite completed within the last two years; MATH 262; 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 A

### **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 Engineering 14; credit may be earned only once.

**Corequisite:** MATH 18 or 20A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; MPC Area A

### **MATH 16 ELEMENTARY STATISTICS**

*3 units • LG-C/NC • Four hours lecture*

This course covers elementary probability, descriptive measures, measures of central tendency, dispersion and correlation, statistical inference, tests of hypotheses using z, t, Chi-square and F distributions. Examples draw from applications in the social sciences, biological sciences and business. This course includes a computer component. Computer calculations will be done with the aid of a desktop computer or with a handheld computer/calculator having built-in functions. (CAN STAT 2)

**Prerequisite:** MATH 263

**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 A

### **MATH 17 FINITE MATHEMATICS**

*3 units • LG • Four hours lecture*

This course is suitable for students of mathematics, philosophy, biological and behavioral sciences, business and economics. Topics include 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

**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 A

### **MATH 18 CALCULUS AND ANALYTIC GEOMETRY FOR BIOLOGY/SOCIAL SCIENCE/BUSINESS**

*4 units • LG • Five hours lecture*

This course covers 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. It is designed for students in biology, social sciences and business. This course will not substitute for MATH 20A. (CAN MATH 34)

**Prerequisite:** MATH 263

**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 A

### **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) (MATH 20A + MATH 20B = CAN MATH SEQ B) (MATH 20A + MATH 20B + MATH 20C = CAN MATH SEQ C)

**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 A

### **MATH 20B CALCULUS WITH ANALYTIC GEOMETRY II**

*4 units • LG • Five hours lecture*

This course covers 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) (MATH 20A + MATH 20B = CAN MATH SEQ B) (MATH 20A + MATH 20B + MATH 20C = CAN MATH SEQ C)

**Prerequisite:** MATH 20A

**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

### **MATH 20C CALCULUS OF SEVERAL VARIABLES**

*4 units • LG • Five hours lecture*

This course covers 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) (MATH 20A + MATH 20B + MATH 20C = CAN MATH SEQ C)

**Prerequisite:** MATH 20B

**Advisories:** Prerequisite completed within last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

### **MATH 31 LINEAR ALGEBRA**

*3 units • LG • Four hours lecture*

This course covers systems of linear equations, matrices, determinants, vector spaces, inner product spaces, linear transformation, eigenvalues, and eigenvectors. (CAN MATH 26)

**Prerequisite:** MATH 20A

**Advisories:** Prerequisite completed within last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55

**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)

**Corequisite:** MATH 20C

**Advisories:** MATH 20C 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.

**Prerequisite:** *MATH 20A or equivalent*

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**Credit transferable:** *CSU, UC*

## **MATH 261 BEGINNING ALGEBRA**

*4 units • LG • Five hours lecture; one hour problem session*

This combined lecture and problem session course satisfies a first-year high school algebra requirement. It 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:** *Completion of MATH 351; eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**General Ed. Credit:** *MPC, Area A*

## **MATH 261X BEGINNING ALGEBRA LECTURE**

*3 units • LG • Five hours lecture*

This is the lecture portion of Beginning Algebra which satisfies a first-year high school algebra requirement. It 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.

**Corequisite:** *MATH 261P*

**Advisories:** *Completion of MATH 351; eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**General Ed. Credit:** *MPC, Area A*

## **MATH 261P BEGINNING ALGEBRA PROBLEM SESSION**

*1 unit • LG • One hour problem session*

This course is taught in conjunction with the Beginning Algebra lecture. Students will solve problems on topics including 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.

**Corequisite:** *MATH 261X*

**Advisories:** *Completion of MATH 351; eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**General Ed. Credit:** *MPC, Area A*

## **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 MATH 261X and 261P*

**Advisories:** *Prerequisite completed within the last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**General Ed. Credit:** *MPC, area A*

## **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 MATH 261X and 261P*

**Advisories:** *Prerequisite completed within the last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**General Ed. Credit:** *MPC, Area A*

## **MATH 351 PRE-ALGEBRA**

*3 units • C/NC • Four hours lecture; one hour problem session*

This course is a review of basic arithmetic operations, plus an introduction to elementary topics in algebra.

**Advisories:** *Completion of 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; one hour problem session*

This course is 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:** *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.

**Corequisite:** *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 E2*

### **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 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 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.

**Prerequisites or corequisites:** 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

**Corequisites:** 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 READING 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**

**General Ed. Credit: MPC, Area C**

### **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**

**General Ed. Credit: MPC, Area E2**

**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 Palestine 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 E2

**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 E2

**MUSI 30 CONCERT/COMMUNITY BAND**

1-2 units • LG-C/NC • Three hours rehearsal/performance per week 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 E2

**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 E2

**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 E2

**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 E2

**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

**General Ed. Credit:** MPC, Area E2

**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

**General Ed. Credit:** MPC, Area E2

**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, UC

**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 E2

**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 E2

**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 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 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 Article 3, Section 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. Due to space limitations, completion of prerequisite courses does not guarantee admission to the nursing program. Preference may be given to local residents. Following is the contact information for the program's accrediting bodies:

#### **National League for Nursing Accrediting Commission**

61 Broadway - 33rd Floor  
New York City, NY 10006  
1-800-669-1656, ext. 153; 212-363-5555  
Website: [www.nlnac.org](http://www.nlnac.org)

#### **California Board of Registered Nursing**

400 R Street, Suite 4030  
Sacramento, CA 95814  
916-322-3350

### **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 • Two hours lecture; six hours lab

This course is designed for LVNs 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 • One hour lecture; one and one-half hours lab

This course introduces students to the nurse's role in drug therapy, characteristics of drug classifications, calculation of pharmacological dosages, and preparation of medications for administration.

**Prerequisites:** PHSO 1 and 2

**Course advisory:** CHEM 30A

**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. May be taken for a maximum of eight units.

**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 181 ADVANCED PROFESSIONAL SKILL DEVELOPMENT**

1 unit • C/NC • Three hours lab

Advanced nursing students are provided the opportunity to further refine and develop leadership skills and professionalism through activities associated with the California Nursing Student Association. Students identify important professional issues and plan strategies to enhance public awareness and work toward 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 RNs, 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 SPECIALITY 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: Eight hours lecture, twenty-four hours lab*  
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

**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**

*6 units • C/NC • Total hours: Forty-eight hours lecture; One hundred forty-four hours lab*

This course is designed to prepare registered nurses to work in critical care settings such as ICU, CCU, and Emergency Departments. It includes theory, skills, and clinical practice in advanced pathophysiology, assessment of the critically ill client, prioritization, interventions, and evaluation of care. CEU's provided for CA RN licensure renewal, provider number 00184. 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. Provides sixteen contact hours for California RN licensure 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. Provides sixteen contact hours for California RN licensure 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. Provides sixteen contact hours for California RN licensure 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. Provides eight contact hours for California RN licensure renewal, provider number 00184.

**NURS 285 NURSING INFORMATICS: COMPUTERIZED  
ACCOUNT MANAGEMENT - PATIENT FINANCE**

*.5 unit • C/NC • Total hours: Eight hours lecture*

This course is designed for patient registrars, billing staff, insurance processing staff, medical records staff, and any other staff involved in patient account management, billing and financial reporting. The student will learn to use a web-based computer application to register patients, maintain patient accounts and process financial reports. Provides eight contact hours for California RN licensure renewal, provider number 00184. May be repeated periodically for updating or new content.

## 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 FCS 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 E1

**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

### OCEN 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 E2

### 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 E2

### 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 COVERS

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.

**ORNH 205 BOTANY FOR GARDENERS**

*3 units • LG-C/NC • Two and one-half hours lecture; one-half hour lab; one hour by arrangement*

Students will explore how plants function and grow, and how that affects the way they are cared for in gardens. The study of plant classification, reproduction, and plant parts including roots, stems, leaves, flowers, fruits, and seeds will be covered. Lab work, practical application, and field trips will be included.

## 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 CALIFORNIA STATE PARKS**

*1.5 units • C/NC • Total hours: Twenty-two hours lecture; six hours lab*

This course provides an overview of California State Parks' origin, philosophy, business and personnel practices, and maintenance of park facilities. Historical and current information on California State Parks mission and core program areas are covered including: resource protection, education and interpretation, facilities, public safety, and recreation.

### **PARK 133A INTERMEDIATE PARK CARPENTRY SKILLS**

*1 unit • LG-C/NC • Total hours: Eighteen hours lecture; eighteen hours lab*

This course is designed to enhance the student's basic carpentry skills to an intermediate level. Frame construction, layout application, roofing and finish carpentry (exterior) will be thoroughly covered. Also covered in class are building codes, construction blueprint reading and all aspects of carpentry tools.

### **PARK 133B ADVANCED PARK CARPENTRY SKILLS**

*1 unit • LG-C/NC • Total hours: Eighteen hours lecture; eighteen hours lab*

This is an advanced course that provides a review of codes and policies affecting construction and repair of park facilities. New areas introduced in this course include structural mechanics, shoring and bracing, structural repairs, stairs and landings, and project planning.

### **PARK 134A INTERMEDIATE PARK PLUMBING SKILLS**

*1 unit • LG-C/NC • Total hours: Eighteen hours lecture; eighteen hours lab*

This course will build upon the student's basic plumbing skills to intermediate level for making routine repairs, replacements or new installations as related to park facility plumbing systems. The student will learn about gas systems, drainage and sewage systems, and water distribution systems.

### **PARK 134B ADVANCED PARK PLUMBING SKILLS**

*1 unit • LG-C/NC • Total hours: Eighteen hours lecture; eighteen hours lab*

This course is designed to introduce the student to advanced plumbing skills and review plumbing codes and basic safety rules. Students will learn gas valve maintenance and repair, water system distribution service and maintenance, wastewater collection system maintenance, pumps and pumping theory, maintenance, service and repair.

### **PARK 135A INTERMEDIATE PARK ELECTRICAL SKILLS**

*1 unit • LG-C/NC • Total hours: Eighteen hours lecture; eighteen hours lab*

This course is designed to enhance the student's basic electrical skills to an intermediate level through practice and practical application. Specific topics are codes, load centers, personal safety, electrical hardware, appliance repair, and shop application.

### **PARK 135B ADVANCED PARK ELECTRICAL SKILLS**

*1 unit • LG-C/NC • Total hours: Eighteen hours lecture; eighteen hours lab*

Students gain a working knowledge and understanding of the National Electric code, Title 24 of the California Code of Regulation, and Cal OSHA requirements for public use buildings, shops and other industrial or commercial electrical systems. Advanced skills common to large park operations are thoroughly covered.

### **PARK 141 PARK LANDSCAPE MAINTENANCE**

*1 unit • LG-C/NC • Total hours: Eighteen hours lecture; eighteen hours lab*

Students learn about the variety of landscapes in the California State Parks system and identify specific maintenance activities which must be performed to properly care for plant material in each landscape category.

### **PARK 142 PARK MASONRY SKILLS**

*1 unit • LG-C/NC • Total hours: Eighteen hours lecture; eighteen hours lab*

This course provides a thorough introduction to masonry skills commonly used by park maintenance workers to construct, repair, and modify park buildings and facilities. Students work with various materials and tools specific to masonry, learn construction blueprint reading and building codes, and practice newly acquired skills.

### **PARK 145 WATER TREATMENT PLANT OPERATOR**

*1.5 units • C/NC • Total hours: Twenty-eight hours lecture; eight hours lab*

This course introduces students to the characteristics of water plants, water quality control practices, public health regulations, water chemistry and water treatment arithmetic. The material covered is helpful to those preparing for the Grade II Water Treatment Operator Certificate exam.

### **PARK 146 WATER CONTINUING EDUCATION WORKSHOP**

*1 unit • C/NC • Total hours: Eighteen hours lecture; two hours lab*

This course is designed to update and continue water distribution and treatment plant operator's education by reviewing the latest laws and regulations, products, processes and tests. This workshop provides contact hours for Department of Health Services licensing. Operators will have the opportunity to share problems and solutions. May be taken four times with different topics.

### **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 variables 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 (RxlC) candidates. Topics include the responsibilities of an RxlC 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 for ongoing training or updating.

**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 223 OPEN WATER SAFETY OPERATIONS**

*3 units • C/NC • Total hours: Thirty-two hours lecture; forty-eight hours lab*

Fire/Marine Open Water Safety Operations modules, including first aid, basic life support, United States Lifesaving Association (USLA) ocean rescue evolutions, crowd control, human interaction skills, interfacing with Fire EMS, local open water safety protocols and communications.

**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 gains an understanding of hazardous materials management in parks.

**PARK 225A HAZMAT FIRST RESPONDER OPERATIONAL**

*1 unit • LG-C/NC • Total hours: Seventeen hours lecture; three hours lab*

This course provides participants who are likely first responders with an improved capability to respond to HAZMAT events in a safe and competent manner and within the typical resource and capability limits at the "Operational" level. Students learn about scene management, protective equipment, FRO limitations, and protective actions.

**PARK 226 BASIC PARK MAINTENANCE MANAGEMENT**

*2 units • C/NC • Total hours: Thirty-six hours lecture*

Students learn what maintenance management means, what programs maintenance supervisors manage, and the importance of program management in reducing maintenance workload and in meeting the California State Park mission.

**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 land. 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 land. 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 land. 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 units • C/NC • Total hours: Eight hours lecture; thirty-two hours lab*

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 taken four times for credit for ongoing training or updating.

**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    FACILITATOR SKILLS**

*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    EMERGENCY MEDICAL RESPONDER  
INSTRUCTOR TRAINING**

*2 units • C/NC • Total hours: Twenty-five hours lecture; twenty-five hours lab*

This course is designed to prepare students that are Certified Emergency Medical Technicians (EMT) and Cardiopulmonary Resuscitation (CPR) qualified to instruct the California Department of Parks and Recreation Emergency Medical Responder course, communicable disease and cardiopulmonary resuscitation programs. The State of California Emergency Medical Services Authority certifies this instructor training.

**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 for ongoing training or updating.

**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 for ongoing training or updating.

**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 for ongoing training or updating.

**PARK 248    FIREARMS INSPECTOR**

*1 unit • C/NC • Total hours: Twenty hours lecture; four hours lab*

This course is designed to provide students with the skills to become a firearms inspector. Students will understand the tools and written material used to inspect and care for the Smith and Wesson 4006 pistol, the Remington 870 shotgun, and the Colt AR 15 tactical rifle.

**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.

**PARK 254    FIELD TRAINING OFFICER PROGRAM**

*2 units • C/NC • Total hours: Forty hours lecture*

This P.O.S.T.-certified course provides State Park Peace Officers with the information necessary to administer the Department of Parks and Recreation Field Training Program. The course covers an orientation to P.O.S.T., the Regular Basic Course and detailed information on the Department of Parks and Recreation Field Training Program.

**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 for ongoing training or updating.

**PARK 261 NATURAL RESOURCE SPECIALISTS**

*2 units • C/NC • Total hours: Thirty-six hours lecture*

This course provides updated 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 for ongoing training or updating.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**PARK 265 HISTORIC STRUCTURES MAINTENANCE**

*1.5 units • C/NC • Total hours: Twenty-four hours lecture; twelve hours lab*

Students learn the appropriate skills to budget, schedule and practice renewable maintenance while following regulations regarding maintenance of historic structures. Students learn to "read building conditions," evaluate historic landscapes, and use historic building treatments.

**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 271 BASIC PARK CARPENTRY SKILLS**

*1 unit • LG-C/NC • Total hours: Eighteen hours lecture; eighteen hours lab*

This course is designed to familiarize students with a variety of carpentry topics, skills, and tools and how they are applied in a parks and recreation setting. Hands-on projects provide the student with an opportunity to utilize learned skills and apply safe carpentry practices in a controlled environment.

**PARK 273 BASIC PARK ELECTRICAL SKILLS**

*1 unit • LG-C/NC • Total hours: Eighteen hours lecture; eighteen hours lab*

This course provides the student with the skills, opportunity, and practice for practical application of basic electrical skills as applied in a parks and recreation setting. Topics covered include codes, load centers, personal safety, shop application, electrical hardware, troubleshooting, and appliance repair.

**PARK 274 BASIC PARK PLUMBING SKILLS**

*1 unit • LG-C/NC • Total hours: Eighteen hours lecture; eighteen hours lab*

This course provides the student with the ability to select and use proper plumbing tools and materials for making basic repairs, replacement or new installations as related to Parks and Recreation facility plumbing systems.

**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: One hundred fifty hours lecture; six hundred hours lab*

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: Fifty-one hours lecture; one hundred nine hours lab*

This course is designed to provide an overview of all aspects of state park operations, resource management, and interpretation. Students will learn presentation skills, leadership development, and administrative processes needed for advancement to State Park Ranger.

**Prerequisite:** *PARK 280*

## PERSONAL DEVELOPMENT

**PERS 50 MAKING COLLEGE COUNT**

*1-3 units • LG-C/NC • Total 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:** *CSU, Area E; MPC, Area E2*

**PERS 51 CAREER PLANNING THROUGHOUT THE LIFE SPAN**

*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. Only offered online.

**Advisory:** *Eligibility for ENGL 111 or ENSL 10*

**Credit transferable:** *CSU*

**General Ed. Credit:** *CSU, Area E; MPC, Area E2*

**PERS 54 LEADERSHIP COMMUNICATION**

*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. Also offered as Speech 54; credit may be earned only once.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area A1; MPC, Area A2

**PERS 58 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. Only offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**PERS 60 TRANSFER BOUND ACADEMY**

*2 units • LG-C/NC • Two hours lecture*

This course is designed to introduce students to the overall procedure for transferring to a four-year institution, to include choosing a major, college search, applying for admission, and financial planning.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**PERS 61A TRANSFER BOUND: GETTING STARTED**

*.5 unit • C/NC • One-half hour lecture*

This course is designed to introduce students to the overall procedure for transferring to a four-year institution.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**PERS 61B TRANSFER BOUND: COLLEGE SEARCH**

*.5 unit • C/NC • One-half hour lecture*

This course is designed to introduce students to sources to assist them in doing college searches.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**PERS 61C TRANSFER BOUND: FILING APPLICATIONS**

*.5 unit • C/NC • One-half hour lecture*

This course is designed to assist students in filing applications to four-year colleges.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**PERS 61D TRANSFER BOUND: TRANSITION PLANS**

*.5 unit • C/NC • One-half hour lecture*

This course is designed to assist students in developing plans for transition to a four-year school.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**PERS 71 FOUNDATIONS OF CAREER CHOICE**

*1 unit • LG-C/NC • One hour lecture*

This course is designed for students interested in learning more about themselves and the world of work before making a career choice. It includes self-assessments, career exploration, career trends and workplace issues, decision-making, and college and career planning. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

**PERS 72 TAKING CHARGE OF YOUR JOB SEARCH**

*2 units • LG-C/NC • Two hours lecture*

Learning how to find a job is a vital skill in our complex and ever-changing job market. The success of the job search requires advance planning, preparing and practicing presentations, researching and gathering specific employer information, developing various approaches to meet employers, and learning effective interview skills. This interactive course will use experiential learning techniques and up-to-date Internet resources to assist students in honing their job search skills so they can obtain the work they WANT. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

**PERS 200 ORIENTATION TO COLLEGE**

*.5-3 units • LG-C/NC • Total 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.

**PERS 210 BECOMING A SUCCESSFUL STUDENT**

*.5-3 units • LG-C/NC • Total 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.

**PERS 400 SUPERVISED TUTORING**

*0 units • NC • Hours by arrangement*

Course content tutorial support for students enrolled in MPC courses.

**PERS 401 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.

**PERS 431 CAREER EXPLORATION**

*0 units • NC • Hours by arrangement*

This individualized course will address the specific career development needs of each student. Activities might include career assessments, career exploration, decision making, goal setting, and/or job search strategies.

## **PERS 454 LEADERSHIP TECHNIQUES**

*0 units • NC • 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.

## **PHILOSOPHY**

### **PHIL 2 INTRODUCTION TO PHILOSOPHY**

*3 units • LG-C/NC • Three hours lecture*

This course examines fundamental questions of philosophy through discussion of selected philosophers and student ideas. It compares philosophy to common sense, science, and religion, and explores the meaning of self-identity, human freedom, ethical values, immortality, and the 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*

This course clarifies 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 C2; 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*

This course introduces the study of formal and informal logic. It relates language to logic, and explores truth, validity, informal fallacies, deduction and formal fallacies, 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 A**

### **PHIL 10 INTRODUCTION TO CRITICAL THINKING**

*3 units • LG-C/NC • Three hours lecture*

This course introduces the techniques and skills of critical thinking. It provides practice in using language clearly; 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 A**

### **PHIL 13 INTRODUCTION TO EASTERN PHILOSOPHY**

*3 units • LG-C/NC • Three hours lecture*

This course surveys the major philosophies of India, China, and Japan, and examines such concepts as 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*

This is an introductory course in black and white photography using specific assignments to highlight various aesthetic characteristics of the medium. Students learn the basic technical skills of film processing, printing from negatives, and the mounting of photographs. (CAN ART 18)

**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*

This course is designed to build on photographic skills, both aesthetic and technical, learned in PHOT 1A. Topics include techniques such as toning, exposure/development manipulations, camera filtration, and the use of specialized films and papers. Students need basic camera and darkroom skills.

**Credit transferable: CSU**

### **PHOT 1C PHOTOGRAPHY III**

*3 units • LG-C/NC • Two hours lecture; three hours lab*

This course is an introduction to medium and large format cameras plus the exposure/development procedure known as the zone system. Topics include camera operation, sheet film development, and large format printing. Students need basic camera and darkroom skills.

**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: CSU, Area C1; MPC, Area C**

**PHOT 22 HISTORY OF PHOTOGRAPHY**

*3 units • LG-C/NC • Three hours lecture*

Starting with the invention of photography in 1839 and continuing with the impact of the digital revolution in the 21st century, this course examines the history of photography. Concentration is on development in the United States, but non-American influences and personalities will be considered and discussed also.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area C**

**PHOT 50 PORTRAITURE PHOTOGRAPHY**

*3 units • LG-C/NC • Two hours lecture; three hours lab*

This course explore the various styles and techniques used in contemporary portraiture. Topics include the history and ethics of portraiture, lighting, posing, and composition. Students need basic camera and darkroom skills.

**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 54 DOCUMENTARY PHOTOGRAPHY**

*3 units • LG-C/NC • Two hours lecture; three hours lab*

Students study the history of documentary photography and then use the ideas and strategies learned from that research to photographically document specific subjects including areas such as agriculture and tourism. Students need basic camera and darkroom skills.

**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 fine art digital prints. Using Adobe Photoshop software to create and manipulate images, topics include image capture, scanning, retouching, and printing. Students need basic knowledge of computer operation.

**Credit transferable: CSU**

**PHOT 85 ALTERNATIVE PROCESSES**

*3 units • LG-C/NC • Two hours lecture; three hours lab*

This course explores the unique characteristics of non-conventional and historic photographic processes, cyanotypes and brown prints plus the use of liquid emulsion. Topics include multi-media techniques using text, printing on fabric, and collage. Students need basic camera and darkroom skills.

**Course advisory: PHOT 1A**

**Credit transferable: CSU**

**PHOT 86 EXPERIMENTAL PHOTOGRAPHY**

*3 units • LG-C/NC • Two hours lecture; three hours lab*

This course explores the various ways the photograph can be altered and/or presented using photographic techniques, equipment, and materials peculiar to the medium such as photograms, plastic cameras, high contrast film, electronic flash, and multiple printing. Students need basic camera and darkroom skills.

**Credit transferable: CSU**

**PHOT 87 LENSLESS PHOTOGRAPHY**

*3 units • LG-C/NC • Two hours lecture; three hours lab*

Students explore making photographs using light sensitive materials without conventional cameras while studying the technical history of photography. Photograms and pinhole cameras will be used to record the images. Students need basic photographic darkroom skills.

**Credit transferable: CSU**

**PHOT 88 CRITIQUE/PORTFOLIO**

*3 units • LG-C/NC • Two hours lecture; three hours lab*

This is a seminar class with a lab component that emphasizes student discussion and interaction. Students learn how to analyze, critique, and compare and contrast photographs while building a coherent portfolio of personal photographs. Students need basic camera and darkroom skills.

**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**

*.5 unit • LG-C/NC • Two hours activity*

Students are introduced to the basic offensive and defensive techniques of foil fencing. Also emphasized are 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 E1**



**PHED 1B FENCING II**

*.5 unit • LG-C/NC • Two hours activity*

Students increase skills learned in PHED1A. More complicated and refined skills and techniques including officiating for tournaments are presented. 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 E1**

**PHED 2A GOLF I**

*.5 unit • LG-C/NC • Two hours activity*

Students develop skills 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 E1**

**PHED 2B GOLF II**

*1 unit • LG-C/NC • Three hours activity*

Students refine basic skills and learn 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 E1**

**PHED 2C GOLF III**

*1 unit • LG-C/NC • Three hours activity*

This course is for the experienced golfer and provides 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 E1**

**PHED 5A TENNIS I**

*.5 unit • LG-C/NC • Two hours activity*

Students are introduced to the 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 E1**

**PHED 5B TENNIS II**

*.5 unit • LG-C/NC • Two hours activity*

Students develop additional competency in basic strokes and skill 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 E1**

**PHED 5C TENNIS III**

*1 unit • LG-C/NC • Four hours activity*

Students refine intermediate tennis skills and 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 E1**

**PHED 6 SOCCER**

*.5 unit • LG-C/NC • One and one-half hours activity*

Students are led to develop skills in the various offensive and defensive techniques of soccer. Included in this course are rules and team strategy and team play. May be taken four times for credit.

**Credit transferable: CSU**

**General Ed. Credit: MPC, Area E1**

**PHED 7A SWIMMING I**

*.5 unit • LG-C/NC • Two hours activity*

Students develop 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 E1**

**PHED 7B SWIMMING II**

*.5 unit • LG-C/NC • Two hours activity*

Students develop 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 E1**

**PHED 8 WATER POLO**

*.5 unit • LG-C/NC • One and one-half hours activity*

This course introduces students to basic dribbling, passing and shooting skills of water polo and their applications to team play. Students will develop an awareness of the offensive and defensive techniques and strategies necessary to play the game of water polo. May be taken four times for credit.

**Credit transferable: CSU, UC**

**General Ed credit: MPC, Area E1**

**PHED 12A PRECOMPETITIVE SWIMMING I**

*1 unit • LG-C/NC • Four hours activity*

This course introduces students to the 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.

**Prerequisite: PHED 7A**

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

**PHED 12B COMPETITIVE SWIMMING I**

*1 unit • LG-C/NC • Four hours activity*

Students will learn 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 E1**

**PHED 12C COMPETITIVE SWIMMING II**

*.5 unit • LG-C/NC • Two hours activity*

Students will develop skills and physical conditioning at the intermediate level. 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 E1**

**PHED 14 ULTIMATE FRISBEE**

*1 unit • LG-C/NC • Three hours activity*

An introduction to basic throwing, catching and passing skills of ultimate frisbee. The course includes rules, team strategies and team play. May be taken four times for credit.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

**PHED 15A VOLLEYBALL I**

*.5 unit • LG-C/NC • Two hours activity*

Students will develop skills in the various offensive and defensive techniques of volleyball. This course 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 E1**

**PHED 15B VOLLEYBALL II**

*1 unit • LG-C/NC • Four hours activity*

Students will develop intermediate skills and strategies of volleyball, including coed 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 E1**

**PHED 15C VOLLEYBALL III**

*1 unit • LG-C/NC • Four hours activity*

Students will develop advanced skills, strategies and competition in volleyball. 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 E1**

**PHED 16 FUNDAMENTALS OF BASKETBALL**

*.5 unit • LG-C/NC • Two hours activity*

Students will develop individual and team skills. A special emphasis will be placed on fundamentals of offense and defense. May be taken four times for credit.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

**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**

**General Ed. Credit: MPC, Area E1**

**PHED 18 FUNDAMENTALS OF FOOTBALL**

*.5 unit • LG-C/NC • Two hours activity*

This course is designed to improve the physical conditioning and athletic skills of individuals interested in intercollegiate football competition. Students will develop individual and team skills. Combinations of PHED 18 and 20.4 may be taken four times for credit.

**Credit transferable: CSU**

**PHED 19 FUNDAMENTALS OF BASEBALL**

*.5 unit • LG-C/NC • Two hours activity*

This course is designed to improve the physical conditioning and athletic skills of individuals interested in intercollegiate baseball competition. Students will develop individual and team skills. Combinations of PHED 19 and 20.4 may be taken four times for credit.

**Credit transferable: CSU**

**PHED 20.1 SKILL DEVELOPMENT FOR BASEBALL**

*1.5 units • LG-C/NC • Four and one-half hours activity*

Students will learn physical conditioning and basic skills appropriate for intercollegiate baseball. Combinations of PHED 20.1 and 19 may be taken four times for credit.

**Credit transferable: CSU, UC**

**PHED 20.2 SKILL DEVELOPMENT FOR BASKETBALL: MEN**

*.5 unit • LG-C/NC • Two hours activity*

Students will learn physical conditioning and basic skills appropriate for intercollegiate basketball. May be taken four times for credit.

**Credit transferable: CSU, UC**

**PHED 20.3 SKILL DEVELOPMENT FOR BASKETBALL: WOMEN**

*.5 unit • LG-C/NC • Two hours activity*

Students will learn physical conditioning and basic skills appropriate for intercollegiate basketball. May be taken four times for credit.

**Credit transferable: CSU, UC**

**PHED 20.4 SKILL DEVELOPMENT FOR FOOTBALL**

*1 unit • LG-C/NC • Three hours activity*

Students will learn physical conditioning and basic skills appropriate for intercollegiate football. Combinations of PHED 20.4 and 18 may be taken four times for credit.

**Credit transferable: CSU, UC**

**PHED 20.5 SKILL DEVELOPMENT FOR GOLF**

*1 unit • LG-C/NC • Four hours activity*

Students will develop advanced skills appropriate for intercollegiate golf competition. Combinations of PHED 20.5 and 21 may be taken four times for credit.

**Credit transferable: CSU, UC**

**PHED 20.6 SKILL DEVELOPMENT FOR SOFTBALL**

*1.5 units • LG-C/NC • Four and one-half hours activity*

Students will learn 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**

**PHED 20.7 SKILL DEVELOPMENT FOR SWIMMING**

*.5 unit • LG-C/NC • Two hours activity*

Students will learn physical conditioning and skill development appropriate for intermediate and advanced competitive swimming. It is recommended that students take PHED 12B or have intermediate competitive swimming skills before enrollment. May be taken four times for credit.

**Credit transferable: CSU, UC**

### **PHED 20.8 SKILL DEVELOPMENT FOR TENNIS**

*.5 unit • LG-C/NC • Two hours activity*

Students will learn tournament play, advanced techniques, singles and doubles tactics and strategies appropriate for intercollegiate tennis. May be taken four times for credit.

**Credit transferable: CSU, UC**

### **PHED 20.9 SKILL DEVELOPMENT FOR TRACK AND FIELD**

*.5 unit • LG-C/NC • Two hours activity*

Students will learn physical conditioning and development of skills appropriate for intercollegiate track and field. May be taken four times for credit.

**Credit transferable: CSU, UC**

### **PHED 20.10 SKILL DEVELOPMENT FOR VOLLEYBALL**

*1 unit • LG-C/NC • Four hours activity*

Students will learn individual and team skills appropriate for intercollegiate volleyball. May be taken four times for credit.

**Credit transferable: CSU, UC**

### **PHED 21 FUNDAMENTALS OF GOLF**

*.5 unit • LG-C/NC • Two hours activity*

This course is designed to improve the physical conditioning and athletic skills of individuals interested in intercollegiate golf competition. Students will develop individual and team skills. Combinations of PHED 20.5 and 21 may be taken four times for credit.

**Credit transferable: CSU**

## **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**

*1.5 units • LG • Five hours activity*

This course provides practice and competition in intercollegiate basketball. May be taken four times for credit.

**Credit transferable: CSU, UC**

### **PHED 30.2 INTERCOLLEGIATE SOFTBALL: WOMEN**

*3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate softball. May be taken two times for credit.

**Credit transferable: CSU, UC**

### **PHED 30.3 INTERCOLLEGIATE VOLLEYBALL: WOMEN**

*3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate volleyball. May be taken two times for credit.

**Credit transferable: CSU, UC**

### **PHED 30.4 INTERCOLLEGIATE TENNIS: WOMEN**

*3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate tennis. May be taken two times for credit.

**Credit transferable: CSU, UC**

### **PHED 31.1 INTERCOLLEGIATE FOOTBALL: MEN**

*3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate football. May be taken two times for credit.

**Credit transferable: CSU, UC**

### **PHED 31.2 INTERCOLLEGIATE BASKETBALL: MEN**

*1.5 units • LG • Five hours activity*

This course provides practice and competition in intercollegiate basketball. May be taken four times for credit.

**Credit transferable: CSU, UC**

### **PHED 31.3 INTERCOLLEGIATE BASEBALL: MEN**

*3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate baseball. May be taken two times for credit.

**Credit transferable: CSU, UC**

### **PHED 31.4 INTERCOLLEGIATE GOLF: MEN**

*3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate 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*

This course provides practice and competition in intercollegiate track and field. May be taken two times for credit.

**Credit transferable: CSU, UC**

### **PHED 32.4 INTERCOLLEGIATE CROSS COUNTRY: WOMEN AND MEN**

*3 units • LG • Nine hours activity*

This course provides practice and competition in intercollegiate 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 E2**

### **PHED 41 PREVENTION AND CARE OF ATHLETIC INJURIES**

*3 units • LG-C/NC • Three hours lecture*

Students will learn modern athletic training principles. Procedures and techniques for prevention, recognition, treatment and rehabilitation of athletic injuries.

**Credit transferable: CSU, UC**

## PHED 42 ATHLETIC TRAINING FIELD EXPERIENCE

*2 units • LG-C/NC • Six hours activity*

This course is a practical application of athletic training skills in training room and at athletic events. Research projects and skill practicums will be included. May be taken four times for credit.

**Course advisory:** PHED 41

**Credit transferable:** CSU

## PHED 50 ORIENTATION FOR ATHLETES

*3 units • LG-C/NC • Three hours lecture*

This course is designed to assist student athletes set educational and career goals, develop study skills, learn job acquiring skills and college resources.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

## PHED 59 INTRODUCTION TO MARTIAL ARTS

*.5 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.

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E1

## PHED 60 SELF-DEFENSE AND EMPOWERMENT FOR WOMEN

*1 unit • LG-C/NC • One hour lecture*

The course involves lecture and discussion covering communication skills, assertiveness and the concept of boundaries. These skills, plus physical techniques, are practiced in full-contact exercises working against a padded, mock assailant. De-escalation of violence is emphasized.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

## PHED 61 ELEMENTS OF FOOTBALL

*1.5 units • LG-C/NC • One hour lecture; two hours activity*

Students will learn offensive and defensive strategies used in the game of football. The course offers instruction to prepare students for competition against opponents using a variety of offensive and defensive techniques. May be taken two times for credit.

**Credit transferable:** CSU, UC

## PHED 92 TEACHING AIDE - PHYSICAL EDUCATION

*1 unit • LG-C/NC • Three hours activity*

This course is designed for those students who have been very successful in an activity and who wish to serve as teaching aides to other students. May be taken four times for credit.

**Enrollment Limitation:** Division approval. 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

## PHYSICAL FITNESS

### PFIT 8 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, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 9 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. Combinations of PFIT 9 and 14 may be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 10 WEIGHT TRAINING

*.5-1 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. May be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 14 EXERCISE FOR HEALTH AND FITNESS

*.5 unit • LG-C/NC • One and one-half hours activity*

Students are introduced to exercise programs designed to increase their fitness levels. The programs may include aerobic conditioning, strength training, and flexibility activities. The activities required are suitable for varying levels of fitness. Combinations of PFIT 9 and 14 may be taken four times for credit.

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 15 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, UC

**General Ed. Credit:** MPC, Area E1

### PFIT 16 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, UC

**General Ed. Credit:** MPC, Area E1

**PFIT 17 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, UC**

**General Ed. Credit: MPC, Area E1**

**PFIT 18A DANCE AEROBICS I**

*.5 unit • LG-C/NC • Two hours activity*

Aerobic exercises and dance routines to music. This course is designed to strengthen and tone the body, assist in weight loss, and increase endurance. Combinations of PFIT 18A and 18B may be taken four times for credit.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

**PFIT 18B DANCE AEROBICS II**

*1 unit • LG-C/NC • Four hours activity*

Continuation of PFIT 18A at the intermediate level. Combinations of PFIT 18A and 18B may be taken four times for credit.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

**PFIT 20 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 E1**

**PFIT 21 FLEXIBILITY AND RELAXATION TECHNIQUES**

*.5 unit • LG-C/NC • Two hours activity*

Students learn movement principles related to flexibility and stretching exercises. The course includes discussion of psychological and physiological causes of tension and stress as well as stress-reduction and relaxation exercises. May be taken four times for credit.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

**PFIT 22A FITNESS THROUGH SWIMMING I**

*1 unit • LG-C/NC • Four hours activity*

This course is designed to improve the level of physical fitness of students by guiding them individually through a progressive conditioning program in swimming. Combinations of PFIT 22A and 22B may be taken four times for credit.

**Credit transferable: CSU, UC**

**General Ed. Credit: MPC, Area E1**

**PFIT 22B FITNESS THROUGH SWIMMING II**

*.5 unit • LG-C/NC • Two hours activity*

A continuation of PFIT 22A. It is designed for students to maintain a high level of fitness through swimming. 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 E1**

**PFIT 30 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, UC**

**General Ed. Credit: MPC, Area E1**

**PFIT 50 INDEPENDENT FITNESS AND TESTING PROGRAM**

*1 unit • LG-C/NC • Three hours activity*

An independent personal fitness program planned and implemented in conjunction with student goals and a physical fitness assessment profile. Based on testing results, an individualized exercise program is developed through personal counseling. This course is appropriate for individuals with special fitness needs. May be taken four times for credit.

**Credit transferable: CSU**

**General Ed. Credit: MPC, Area E1**

**PFIT 51 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 ADPE 9, 13, 17. Also offered online.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

**PFIT 60 FITNESS EXERCISE PHYSIOLOGY**

*1 unit • LG-C/NC • One hour lecture*

This is a basic introduction to exercise physiology including how carbohydrates and fats are used during exercise. The neuromuscular system, cardiorespiratory system and their responses and adaptations to exercise are covered. Also covered are the components of physical fitness and environmental considerations.

**Credit transferable: CSU**

**PFIT 63 FITNESS ANATOMY AND KINESIOLOGY**

*2 units • LG-C/NC • Two hours lecture*

The course includes an introduction to skeletal and muscular anatomy as well as a brief overview of the cardiovascular, nervous and respiratory systems. The basics of analysis of movement are a focus of this course.

**Credit transferable: CSU**

**PFIT 82 THERAPEUTIC MASSAGE I**

*4 units • LG-C/NC • Two hours lecture; six hours activity*

This course provides training and practical experience in basic massage techniques. Subjects include ethics, benefits and contraindications of massage, evaluation skills, anatomy and physiology. In addition to basic Swedish massage, the student will be introduced to techniques of sports massage, seated massage, shiatsu/acupressure and trigger point massage. The Massage Practitioner certificate is granted upon successful completion of PFIT 82, PFIT 63 and 50 intern hours.

**Credit transferable: CSU**

**PFIT 83 THERAPEUTIC MASSAGE II**

4 units • LG-C/NC • Two hours lecture; six hours activity

This course will continue the exploration of supplementary massage techniques that began in PFIT 82. Greater depth in anatomy and physiology will be explored. Students will learn appropriate massage techniques for special populations. Wellness models and career development skills will be introduced. It is recommended that students take PFIT 63 and PFIT 82 or have basic massage skills and anatomical knowledge before enrolling.

**Credit Transferable:** CSU

**PFIT 84 SPORTS MASSAGE**

2 units • LG-C/NC • One hour lecture; three hours lab

Students will learn to evaluate and manage athletic problems and injuries through practical application of sports massage techniques.

**Prerequisite:** PFIT 82

**Credit transferable:** CSU

**PFIT 85 CLINICAL MASSAGE**

2 units • LG-C/NC • One hour lecture; three hours lab

Students will learn to evaluate and manage myofascial pain and dysfunction and other soft tissue injuries.

**Prerequisite:** PFIT 82

**Credit transferable:** CSU

**PFIT 92 TEACHING AIDE: PHYSICAL FITNESS**

1 unit • LG-C/NC • Three hours activity

This course is 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. 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

**PFIT 180 MASSAGE THERAPY SKILLS LAB**

.5-4 units • C/NC • Three hours activity per week for each unit of credit

This course allows Massage Therapy students to practice the skills learned in their other classes. Supervised massage hours are required for national massage certification. May be taken for a maximum of four units.

**Prerequisite or Corequisite:** PFIT 82

**PFIT 400 FITNESS ASSESSMENT LAB**

0 units • NC • Total hours: One to four hours activity

Assessment of current physical condition including aerobic capacity, muscular strength, muscular endurance, flexibility and body composition. Mid-semester and end-of-semester follow-up.

**PFIT 421 PERSONAL FITNESS**

0 units • NC • Four hours activity

This fitness incentive course is designed to improve health and wellness. Students are provided a total fitness program which includes a complete physical fitness profile, an individually prescribed exercise program, and personal counseling based on assessment. Instruction is provided in the weight and cardiovascular rooms and in the aquatics area.

## PHYSICS

**PHYS 2A GENERAL PHYSICS I**

4 units • LG • Three hours lecture; three hours lab; one hour problem session

This course covers basic mechanics, including kinematics, Newton's Laws, gravitation, work, energy, momentum, rotation, static equilibrium, oscillations and wave motion, fluids, and thermodynamics. (CAN PHYS 2) (PHYS 2A + PHYS 2B = CAN PHYS SEQ A)

**Advisories:** Completion of MATH 13; 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

**PHYS 2B GENERAL PHYSICS II**

4 units • LG • Three hours lecture; three hours lab; one hour problem session

This course covers electricity and magnetism, optics, relativity, and atomic and nuclear physics. (CAN PHYS 4) (PHYS 2A + PHYS 2B = CAN PHYS SEQ A)

**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 session

Topics in mechanics, including kinematics, Newton's laws, gravitation, work, energy, momentum, rotation, static equilibrium, fluids, and oscillations are covered. (CAN PHYS 8) (PHYS 3A + PHYS 3B + PHYS 3C = CAN PHYS SEQ B)

**Prerequisite:** MATH 20A

**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

**PHYS 3B SCIENCE AND ENGINEERING PHYSICS II**

4 units • LG • Three hours lecture; three hours lab; one hour problem session

Topics in electricity and magnetism and an introduction to relativity are covered. (CAN PHYS 12) (PHYS 3A + PHYS 3B + PHYS 3C = CAN PHYS SEQ B)

**Prerequisite:** PHYS 3A

**Corequisite:** 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 session

Topics in heat, light, waves and introductory quantum theory are covered. (CAN PHYS 14) (PHYS 3A + PHYS 3B + PHYS 3C = 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 GENERAL 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 + PHSO 2 = CAN BIOL 12) (ANAT 1 + ANAT 2 + PHSO 1 + PHSO 2 = CAN BIOL SEQ B)

**Prerequisites:** ANAT 1 and 2; and 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 + PHSO 2 = CAN BIOL 12) (ANAT 1 + ANAT 2 + PHSO 1 + PHSO 2 = CAN BIOL SEQ B)

**Prerequisite or Corequisite:** 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. Also offered online. (CAN GOVT 2) Advisory: Eligibility for ENGL 111 or ENSL 10

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D8; IGETC, Area 4H; 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 4H; 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 4H; 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 4H; MPC, Area D

### POLS 5 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 4H; MPC, Area D

### POLS 6 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

### POLS 8 POLITICS OF TRANSITION IN THE POST-COMMUNIST ERA

*3 units • LG-C/NC • Three hours lecture*

This course covers the theory and practice of transition and integration as they apply to the politics and economics of former Communist nations in the post-Cold War, post-Communist era. Fundamental changes in the 21st century will be studied on both the national and international levels. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D8; IGETC, Area 4H; MPC, Area D

### POLS 9 CRITICAL THINKING AND CONTEMPORARY LEGAL ISSUES

*3 units • LG-C/NC • Three hours lecture*

This course will explore basic concepts in critical thinking as demonstrated in reasoning and analysis of contemporary legal and political issues including abortion, drug testing, offensive speech, affirmative action, gender and sexual preference discrimination, school prayer, and pornography. An overview of Supreme Court decisions on such issues will be included.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area A3, D; IGETC, Area 4H; MPC, Area A2

### POLS 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 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 D2, D4, D6, D8; IGETC, Area 4D, 4H; MPC, Area D

**POLS 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. 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, D8; IGETC, Area 4C, 4H; MPC, Area D**

## PSYCHOLOGY

**PSYC 1 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 4I; MPC, Area D**

**PSYC 3 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 4I; MPC, Area D**

**PSYC 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 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 4D, 4I; MPC, Area D**

**PSYC 25 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, E; IGETC, Area 4I; MPC, Area D, E1**

**PSYC 33 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: MPC, Area D**

**PSYC 35 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 4I; MPC, Area D**

**PSYC 38 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**

**PSYC 40 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 4I; MPC, Area D**

**PSYC 50 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**

**General Ed. Credit: CSU, Area D9, E**

**PSYC 57 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**

**General Ed. Credit: CSU, Area E**

**PSYC 60 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**



## REAL ESTATE

### REAL 50 PRINCIPLES OF REAL ESTATE

*3 units • LG-C/NC • Three hours lecture*

Students are provided an overview of principles, definitions and problem solving in the 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 E2

### REAL 51 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

### REAL 52 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

### REAL 53 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

### REAL 54 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

### REAL 56 REAL ESTATE PROPERTY MANAGEMENT

*3 units • LG-C/NC • Three hours lecture*

Designed to acquaint the students with the principles of effective management of real property, including commercial, residential, apartments, land, special facilities and other investments. Emphasis on methods, techniques and procedures to ensure cost effectiveness and financial security. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

### REAL 57A 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 WORLD 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 E1

### NSCI 6 BASIC SAILING II

*1.5 units • LG-C/NC • Three hours lecture*

Students apply skills learned in Basic Sailing (NSCI 5). Emphasis in Basic Sailing II is placed 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

*3 units • LG-C/NC • Three hours lecture*

Students will learn 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 E2

### NSCI 51 DINGHY SAILBOATS

*1 unit • LG-C/NC • Three hours lab*

This course is a basic sailing course taught in the dinghy centerboard type of sailboats. Students will learn, through lecture, discussion and on-the-water practical experience the full and proper operation of small boat dinghy sailing. Enrollment is limited to those with the ability to swim.

**Course advisory:** PHED 7A

**Credit Transferable:** CSU

## **NSCI 55 KEELBOAT SAILING**

*1 unit • LG-C/NC • Three hours lab*

This course is a basic sailing course taught in the keelboat type of sailboat. The course will teach, through lecture, discussion and on-the-water practical experience, the full and proper operation of a keelboat of approximately 20-25 feet in length and with an outboard motor. Enrollment is limited to those with the ability to swim. Upon completion, students will be eligible for the American Sailing Association's Basic Coastal Cruising Certificate.

**Course advisory: PHED 7A**

**Credit Transferable: CSU**

## SIGN LANGUAGE

See American Sign Language under WORLD 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; MPC Area A2**

### **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 D; MPC, Area D**

## SOCIOLOGY

### **SOCI 1 HUMANITY AND SOCIETY**

*3 units • LG-C/NC • Three hours lecture*

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 D0, E; IGETC, Area 4J; 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 D0; IGETC, Area 4J; 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 D9, D0; IGETC, Area 4J; MPC, Area D**

### **SOCI 9 WOMEN IN CONTEMPORARY SOCIETY**

*3 units • LG-C/NC • Three hours lecture*

This course will examine women's lives today within a historical and sociological context, emphasizing current societal, political, and economic issues and avenues for change and empowerment. Also offered as Women's Studies 9; 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: CSU, Area D4, D0; IGETC, Area 4D, 4J; 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 D0, E; IGETC, Area 4J; MPC, Area D**

### **SOCI 60 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 WORLD LANGUAGES.

## SPECIAL EDUCATION

See LEARNING SKILLS.

## SPEECH COMMUNICATION

### SPCH 1 INTRODUCTION TO PUBLIC SPEAKING

*3 units • LG-C/NC • Three hours lecture*

This course is designed to assist students in developing and presenting effective speeches. Emphasis is placed on overcoming speech anxiety, selecting topics, organizing ideas, researching, and delivering speeches with confidence and poise. (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*

This course focuses on the processes and principles of group dynamics, as well as the role of discussion in groups. SPCH 2 is designed as a "learning by doing" course; hence, it includes experiences in problem-solving and decision-making situations.

**Advisory:** *Eligibility for ENGL 1A*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area A1; MPC, Area A2*

### SPCH 3 INTERPERSONAL COMMUNICATION

*3 units • LG-C/NC • Three hours lecture*

Students learn the basic concepts, vocabulary, theories and processes relevant to one-on-one communication. Emphasis is placed on application of theories relevant to such topics as self-concept, perception, listening, verbal and nonverbal communication, 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*

This course explores the dynamics of communication as it applies to the American culture, subcultures, and various international cultures. Emphasis is placed 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 D7; 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*

### SPCH 50 FORENSICS

*3 units • LG-C/NC • Two hours lecture; three hours lab*

Students develop skills for competition in intercollegiate speech and debate. This course 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*

### SPCH 54 LEADERSHIP COMMUNICATION

*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. Also offered as Personal Development 54; credit may be earned only once.

**Advisory:** *Eligibility for ENGL 1A*

**Credit transferable:** *CSU*

**General Ed. Credit:** *CSU, Area A1, MPC Area A2*

### SPCH 61 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*

## 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 or 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.  
**Credit Transferable: CSU**

## 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 C2; IGETC, Area 3B; MPC, Area C**

### WOMN 4 IMAGES OF WOMEN IN THE ARTS

3 units • LG-C/NC • Three hours lecture  
This course examines women in the visual arts, emphasizing American culture over the past four hundred years. Students study the visual arts made by women and what their relationship to society was when they made it. 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 D4, D9, E; IGETC, Area 4D, 4I; 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 E1**

### WOMN 9 WOMEN IN CONTEMPORARY SOCIETY

3 units • LG-C/NC • Three hours lecture  
This course will examine women's lives today within a historical and sociological context, emphasizing current societal, political, and economic issues and avenues for change and empowerment. Also offered as Sociology 9; 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: CSU, Area D; IGETC, Area 4D, 4J; 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 4D, 4H; MPC, Area D**

### WOMN 11 LITERATURE BY AND ABOUT WOMEN

3 units • LG-C/NC • Three hours lecture  
American, British and international literary works by and about women, including poetry, fiction, autobiography, drama and non-fiction prose will introduce students to literary analysis, interpretation and understanding. The course focuses on literary trends, style, and issues of race, class, ethnicity, and cultural identity and provides students with opportunities to explore individual writers in depth. Also offered as English 11; credit may be earned only once.  
**Prerequisite: Eligibility for ENGL 1A**  
**Credit transferable: CSU**

## WOMN 12 WOMEN IN AMERICAN HISTORY

3 units • LG-C/NC • Three hours lecture

This course covers Native American, African-American, Asian-American, Latina, European American and immigrant women heroines and "ordinary" women who have shaped American history and culture. Satisfies the CSU American History requirement. Also offered as History 12; 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:** CSU, Area D4, D6; IGETC, Area 3B, 4D, 4F, 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; IGETC, Areas 3B, 4D, 4F; 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; IGETC, Area 4A, 4C, 4D, 4F; 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 4A, 4C; 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 4C, 4D; 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:** CSU, Area D3, D4; 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:** CSU, Area D3, D4; 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; 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.

## WORLD 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 World Languages Lab is required.

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; 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 World Languages Lab is required.

**Prerequisite:** SIGN 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; 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 World Languages Lab is required.

**Prerequisite:** SIGN 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area C

## **ARABIC**

### **ARAB 1A ELEMENTARY ARABIC I**

*5 units • LG-C/NC • Four hours lecture; two hours lab*  
This course offers a systematic introduction to understanding, speaking, reading and writing the Arabic language. Emphasis is placed 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*  
This course is a 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*  
This course offers a systematic introduction to understanding, speaking, reading and writing the Chinese language. Emphasis is placed 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*  
This course is a continuation of CHIN 1A.

**Prerequisite:** CHIN 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** 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 World Languages 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*

This course offers a systematic introduction to understanding, speaking, reading and writing the French language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts. (CAN FREN 2) (FREN 1A + FREN 1B = CAN FREN SEQ A)

**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*

This is a continuation of FREN 1A. (CAN FREN 4) (FREN 1A + FREN 1B = CAN FREN SEQ A)

**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*

This course provides a review and completion of all basic grammatical structures with oral and written exercises. Emphasis is placed on conversational practice with everyday vocabulary. Readings are related to French culture. (CAN FREN 8) (FREN 2A + FREN 2B = CAN FREN SEQ B)

**Prerequisite:** FREN 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

### **FREN 2B ADVANCED FRENCH**

*5 units • LG-C/NC • Four hours lecture; two hours lab*

This course provides a review and extension of grammatical structures. It introduces students to literary tenses through prose and poetry from French literature and contemporary cultural materials. Greater emphasis is placed on conversational practice. (CAN FREN 10) (FREN 2A + FREN 2B = CAN FREN SEQ B)

**Prerequisite:** FREN 2A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

## GERMAN

### GERM 1A ELEMENTARY GERMAN I

5 units • LG-C/NC • Four hours lecture; two hours lab

This course offers systematic introduction to understanding, speaking, reading and writing the German language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts. (CAN GERM 2) (GERM 1A + GERM 1B = CAN GERM SEQ A)

**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

This course is a continuation of GERM 1A. (CAN GERM 4) (GERM 1A + GERM 1B = CAN GERM SEQ A)

**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

This course provides a detailed review of German grammar, including discussions of grammatical features beyond the elementary level. Emphasis is placed on intensive oral and written drills in idiomatic constructions. Readings are from German prose. (CAN GERM 8) (GERM 2A + GERM 2B = CAN GERM SEQ B)

**Prerequisite:** GERM 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

### GERM 2B ADVANCED GERMAN

5 units • LG-C/NC • Four hours lecture; two hours lab

This course provides continued grammar review with the addition of literary tenses. It introduces students to classic literature and contemporary cultural materials. Greater emphasis is placed on conversation practice. (CAN GERM 10) (GERM 2A + GERM 2B = CAN GERM SEQ B)

**Prerequisite:** GERM 2A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

## ITALIAN

### ITAL 1A ELEMENTARY ITALIAN I

5 units • LG-C/NC • Four hours lecture; two hours lab

This course offers a systematic introduction to understanding, speaking, reading and writing the Italian language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts. (CAN ITAL 2)

**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

This course is 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

This course offers a systematic introduction to understanding, speaking, reading and writing the Japanese language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts. (CAN JAPN 2)

**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

This course is 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

This course provides a review and completion of all grammatical structures with oral and written exercises. Emphasis is placed on conversational practice with everyday vocabulary. Readings are related to Japanese culture.

**Prerequisite:** JPNS 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** IGETC, Area 3B; MPC, Area C

## RUSSIAN

### RUSS 1A ELEMENTARY RUSSIAN I

5 units • LG-C/NC • Four hours lecture; two hours lab

This course offers a systematic introduction to understanding, speaking, reading and writing the Russian language. Emphasis is placed 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

This course is 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

This course offers a systematic introduction to understanding, speaking, reading and writing the Spanish language. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts. (CAN SPAN 2) (SPAN 1A + SPAN 1B = CAN SPAN SEQ A)

**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

This course is a continuation of SPAN 1A. (CAN SPAN 4) (SPAN 1A + SPAN 1B = CAN SPAN SEQ A)

**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

This course provides a review and completion of all grammatical structures with oral and written drills. Emphasis is placed on conversational practice with everyday vocabulary. Readings relate to Hispanic culture. (CAN SPAN 8) (SPAN 2A + SPAN 2B = CAN SPAN SEQ B)

**Prerequisite:** SPAN 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C

**SPAN 2B ADVANCED SPANISH**

5 units • LG-C/NC • Four hours lecture; two hours lab

This course provides a review of grammar and active vocabulary growth through oral and written composition. Emphasis is placed on conversational practice using readings relevant to Hispanic culture. (CAN SPAN 10) (SPAN 2A + SPAN 2B = CAN SPAN SEQ B)

**Prerequisite:** SPAN 2A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; 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 language 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 SPAN 2B level proficiency before enrolling in this course.

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; MPC, Area C

**SPAN 35A SPANISH FOR SPANISH SPEAKERS I**

4 units • LG-C/NC • Three hours lecture; two hours lab

This course provides instruction in standard Spanish usage, for those with limited formal training in Spanish in oral, reading, and writing skills. Mexican and other Hispanic cultures will be explored through appropriate readings and class discussions.

**Advisory:** SPAN 2A

**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, this course further develops all language skills in Spanish and increases awareness of the Hispanic cultures.

**Prerequisite:** SPAN 35A

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area C

**SPAN 50 INTERMEDIATE SPANISH CONVERSATION**

1.5 units • LG-C/NC • One and one-half hours lecture

This course is designed to promote competency in the oral use of the Spanish language, and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of speech. The course emphasizes the practical application of the language in everyday life situations and current events at the intermediate level.

**Course advisory:** SPAN 2A

**Credit transferable:** CSU

**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

This course introduces students to basic patterns of Spanish conversation in realistic situations. It provides a 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

This course is a continuation of SPAN 225A. It includes patterns of conversation in realistic situations. This course provides a foundation for SPAN 1A or 1B.

**Prerequisite:** SPAN 225A

**General Ed. Credit:** MPC, Area C



## 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*

This course presents 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; and ethics, education and training for professionalism in the social system. Also offered in the Living Room Series. (ADMJ 2 + ADMJ 6 = CAN AJ 6)

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area E2

### 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; and ways to develop and maintain amicable relationships. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

### 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. Students explore crimes against persons, property, and the state as a social, religious, and historical ideology. Also offered in the Living Room Series. (CAN AJ 4)

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

### ADMJ 6 INTRODUCTION TO EVIDENCE

*3 units • LG • Three hours lecture*

Students explore 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; and judicial decisions interpreting individual rights and case studies viewed from a conceptual level. Also offered in the Living Room Series. (CAN AJ 6) (ADMJ 2 + ADMJ 6 = CAN AJ 6)

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

### 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

### 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

## ANTHROPOLOGY

### ANTH 10 INTRODUCTION TO ANTHROPOLOGY

3 units • LG-C/NC • Three hours lecture

This course is 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.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D1; IGETC, Area 4A; 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.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D1, D3; IGETC, Area 4A; MPC, Area D, F

## 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 and/or online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C

## ASTRONOMY

### ASTR 10 INTRODUCTION TO ASTRONOMY

3 units • LG-C/NC • Three hours lecture

This course presents the phenomena and principles of astronomy, stressing the evolution of current conceptions of the universe and their influence upon culture and technology. Also offered in the Living Room Series.

**Corequisite:** 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 40 PRINCIPLES OF MANAGEMENT

3 units • LG-C/NC • Three hours lecture

This course reviews the operational analysis of manager's role in all types of organizations. Topics include management issues in planning, organizing, staffing, directing, and controlling. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

### BUSI 50 INTRODUCTION TO MARKETING

3 units • LG-C/NC • Three hours lecture

This course reviews the factors affecting flow of goods from producer to consumer. Topics include 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.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

## CHEMISTRY

### CHEM 10 EVERYDAY CHEMISTRY

3 units • LG-C/NC • Three hours lecture

CHEM 10A is a non-mathematical course for non-science majors and anyone interested in how chemistry is involved in the workings of everyday objects and events in their lives. 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.

**Corequisite:** 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

## 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 GEOL 2) (GEO 2 + GEO 2L = CAN GEOL 2)

**Corequisite:** GEO 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

## HISTORY

### HIST 36 HISTORY OF RUSSIA 1917-PRESENT

3 units • LG-C/NC • Three hours lecture

This course is 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.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D6; IGETC, Area 3B, 4F; MPC, Area D

## MUSIC

### 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

## POLITICAL SCIENCE

### POLS 5 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 4H; MPC, Area D

### POLS 8 POLITICS OF TRANSITION IN THE POST-COMMUNIST ERA

3 units • LG-C/NC • Three hours lecture

This course covers the theory and practice of transition and integration as they apply to the politics and economics of former Communist nations in the post-Cold War, post-Communist era. Fundamental changes in the 21st century will be studied on both the national and international levels. Also offered in the Living Room Series.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area D8; IGETC, Area 4H; MPC, Area D

## PSYCHOLOGY

### PSYC 25 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, E; IGETC, Area 4I; MPC, Area D, E1

## REAL ESTATE

### REAL 50 PRINCIPLES OF REAL ESTATE

3 units • LG-C/NC • Three hours lecture

Students are provided an overview of principles, definitions and problem solving in the 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 E2

### REAL 51 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

### REAL 52 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

### REAL 53 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

### REAL 54 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

## REAL 56 REAL ESTATE PROPERTY MANAGEMENT

*3 units • LG-C/NC • Three hours lecture*

Designed to acquaint the students with the principles of effective management of real property, including commercial, residential, apartments, land, special facilities and other investments. Emphasis on methods, techniques and procedures to ensure cost effectiveness and financial security. 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*

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 D0, E; IGETC, Area 4J; 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 D0; IGETC, Area 4J; 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 D0, E; IGETC, Area 4J; 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.

## 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 and/or online.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area C1; IGETC, Area 3A; MPC, Area C*

## BIOLOGY

### 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. Also offered online.

**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), E1*

## BUSINESS

### BUSI 18 BUSINESS LAW

*3 units • LG-C/NC • Three hours lecture*

This course acquaints students with court procedures, contracts, legal and social environment of business, personal property and bailment, sales, commercial paper, agency and employment. Also offered online. (CAN BUS 8)

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**Credit transferable:** *CSU, UC*

## CHILD DEVELOPMENT

### CHDV 1 CHILD DEVELOPMENT

*3 units • LG-C/NC • Three hours lecture*

This course examines prenatal life through adolescence focusing on the development of children's physical, mental, social and emotional development and factors influencing development. It includes observation of children in various settings. Also offered online. (CAN HEC 14)

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *MPC, Area D*

**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 children must volunteer in a childcare setting. Also offered online.

**Prerequisite or Corequisite:** CHDV 1

**Credit transferable:** CSU

## 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. Also offered online. (CAN ENGL 2) (ENGL 1A + ENGL 1B = CAN ENGL SEQ A)

**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 10 LITERATURE BY AND ABOUT MEN**

*3 units • LG-C/NC • Three hours lecture*

This literature survey explores multiple sources, enactments, and depictions of maleness, manhood, virility, and masculinity in essays, films, short stories, music, and poetry either by men or about men. Also offered online.

**Prerequisite:** *Eligibility for ENGL 1A*

**Credit transferable:** CSU

**General Ed. Credit:** IGETC, Area 3B; MPC, Area C

**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. Also offered online.

**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 113 TECHNICAL WRITING**

*3 units • LG-C/NC • Three hours lecture*

Students will learn technical writing and editing skills, focusing on individual and group assignments. Topics include creating document plans, organizing information, technical research and working with subject matter experts, process analysis, page design, correct English usage, style, technical editing, and placement of graphics. Students should have the ability to write acceptable sentences and paragraphs. Also offered online.

**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. Also offered online.

**Advisories:** *Eligibility for ENGL 111 and 112 or ENSL 10 and 55*

**ENGL 115 ADVANCED TECHNICAL WRITING: SOFTWARE DOCUMENTATION**

*3 units • LG-C/NC • Three hours lecture*

This course is a continuation of ENGL 113, focusing on the most common kind of technical writing: procedures and manuals. Students learn the process of writing a software manual, from start to finish. Topics include budgeting, document planning, writing, testing, editing, production, and working with project teams. Semester project can be geared to student's discipline or employment. Also offered online.

**Prerequisite:** ENGL 113

**ENGL 116 ADVANCED TECHNICAL EDITING**

*3 units • LG-C/NC • Three hours lecture*

This course is a continuation of ENGL 114, providing students with practice in editing a wide variety of materials, including text, flowcharts, procedures, tables, lists, graphics, figures, glossaries, and indexes. It focuses on the stages of editing, from developmental to production, and on adapting editing skills to current changes in the publishing world. Semester project can be geared to student's discipline or employment. Also offered online.

**Prerequisite:** ENGL 114

## ENGLISH AS A SECOND LANGUAGE

**ENSL 55 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. Also offered online.

**Prerequisites:** *ENSL 342; or ENSL 343 and 344*

**Credit transferable:** CSU

## 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. Only offered online.

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

### 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. Only 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. Only offered online.

**Prerequisite:** LIBR 61

**Credit transferable:** CSU

### LIBR 72 EFFECTIVE USE OF THE INTERNET

1 unit • LG-C/NC • One hour lecture

This is a course covering effective Internet searching including evaluating search tools, critical analysis of information located via the Web, overview of computerized library resources, new search tools, advanced search techniques, specialized search tools, and uncovering the "hidden" Web. The course includes online discussions. It is recommended that students have basic computer skills (PC or Mac) before enrolling. Offered online.

**Credit transferable:** CSU

### LIBR 80 INTERNET LITERACY

3 units • LG-C/NC • Three hours lecture

This course covers Internet history, access, management, organization, components (including e-mail, file types, downloads, attachments, newsgroups, listservs and chat), ethical issues, basic web authoring, effective searching, evaluating information, and correct citation of Internet resources. The course includes online discussions. It is recommended that students possess basic computer skills (Mac or PC) before enrolling. Offered online.

**Credit transferable:** CSU

## PERSONAL DEVELOPMENT

### PERS 51 CAREER PLANNING THROUGHOUT THE LIFE SPAN

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. Only offered online.

**Advisory:** Eligibility for ENGL 111 or ENSL 10

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area E; MPC, Area E2

### PERS 58 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. Only offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

### PERS 71 FOUNDATIONS OF CAREER CHOICE

1 unit • LG-C/NC • One hour lecture

This course is designed for students interested in learning more about themselves and the world of work before making a career choice. It includes self-assessments, career exploration, career trends and workplace issues, decision-making, and college and career planning. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

### PERS 72 TAKING CHARGE OF YOUR JOB SEARCH

2 units • LG-C/NC • Two hours lecture

Learning how to find a job is a vital skill in our complex and ever-changing job market. The success of the job search requires advance planning, preparing and practicing presentations, researching and gathering specific employer information, developing various approaches to meet employers, and learning effective interview skills. This interactive course will use experiential learning techniques and up-to-date Internet resources to assist students in honing their job search skills so they can obtain the work they WANT. Also offered online.

**Advisories:** Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**Credit transferable:** CSU

**General Ed. Credit:** MPC, Area E2

## PHYSICAL FITNESS

### PFIT 51 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 ADPE 9, 13, 17. Also offered online.

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

## 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. Also offered online. (CAN GOVT 2)

**Advisory:** *Eligibility for ENGL 111 or ENSL 10*

**Credit transferable:** *CSU, UC*

**General Ed. Credit:** *CSU, Area D8; IGETC, Area 4H; MPC, Area D*

## PSYCHOLOGY

### **PSYC 25 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, E; IGETC, Area 4I; MPC, Area D, E1*

### **PSYC 57 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*

**General Ed. Credit:** *CSU, Area E*

## 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 • NC • 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 • NC • Three hours activity*

Techniques of drawing and principles of composition. Work in a variety of media.

### **ART 445 INTRODUCTION TO CERAMICS**

*0 units • NC • 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 • NC • 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 • NC • 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 • NC • Three hours activity*

Opportunity for older adults to express themselves through play production and performance.

## ENGLISH

### **ENGL 406 CREATIVE WRITING**

*0 units • NC • Two hours activity*

An intensive course in creative expression through prose and poetry.

### **ENGL 425 FROM THE BOOK SHELF**

*0 units • NC • Two hours activity*

Students are guided in the reading of selected literary works designed to promote discussion, socialization, and literary judgment of older adults. Content varies from semester to semester and may include fiction, drama, poetry, essay, biography, and autobiography.

## INTERDISCIPLINARY STUDIES

### **INDS 425 MUSIC, MOVEMENT, HEALTH**

*0 units • NC • 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 • NC • 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 • NC • 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 • NC • 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 • NC • Three hours activity*

Discussion and application of nutritional principles relevant to good health and selective food buying.

### **NUTF 460 CONSUMER AWARENESS**

*0 units • NC • 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 • NC • 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 • NC • 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 • NC • 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 • NC • 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 • NC • 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 • NC • One to six hours activity*

Rhythmical movement to enhance the health and well-being of older persons.

### **PFIT 496 YOGA WITH MUSIC**

*0 units • NC • 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 • NC • 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

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**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, MEd, Columbia University; Monterey Peninsula College, 1985

**ANDERSON, CARSBIA** **Vice President, Student Services**  
BA, MEd., Washington State University; Monterey Peninsula College, 1977

**ANDERSON, DONALD** **Photography**  
BA, Southern Illinois University; MFA, Ohio University; Monterey Peninsula College, 2003

**ANDERSON, JOHN** **Chair, Creative Arts Division**  
BA, MA, University of California, Los Angeles; DA, University of Northern Colorado; Monterey Peninsula College, 1989

**ANONGCHANYA, GRACE** **Counselor, TRIO**  
BA, Sonoma State University; MS, San Diego State University; Monterey Peninsula College, 2004

**ANTHONY, DEBELIAH S.** **Counseling**  
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

**BARTOW, GAIL** **Mathematics**  
BA, University of California, Los Angeles; MA, University of California, Santa Cruz; Monterey Peninsula College, 1984

**BATES, WENDY** **Physical Education/ Women's Basketball Coach**  
BA, MA, CSU Chico; Monterey Peninsula College 2004

**BINGAMAN, NANCY** **Nursing**  
BSN, California State University, Long Beach; MS, San Jose State University; Monterey Peninsula College, 1989

**BISSELL, 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, MARK A.** **Chemistry**  
BA, University of California, Santa Barbara; MS, University of California, Irvine; Monterey Peninsula College, 1975

**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** **Chair, Humanities Division**  
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, San Luis Obispo; 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** **Chair, Business and Technology Division**  
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

**CHOVICK, ELISABETH** **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, MA, California State University, Long Beach; Monterey Peninsula College, 1994

**COCHRAN, WILLIAM** **Dean of Instruction, Liberal Arts**  
BA, University of California, Davis; MA, California State University, Sacramento; MS, National University; EdD, Brigham Young University; Monterey Peninsula College, 2002

**COLTON, SHARON** **Associate Dean of Instructional Technology and Development**  
BS, Oregon State University; MEd, PhD, 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/Women's Studies**  
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; MS, University of California, Santa Cruz; Monterey Peninsula College, 1996
- CURTIS, LINCOLN** **Cooperative Work Experience Coordinator/German/Drama**  
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
- DeBONO, PETER** **Drama**  
AA, Monterey Peninsula College; BA, MFA, 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, Edinboro University of Pennsylvania; MFA, San Diego State University; Monterey Peninsula College, 1998
- 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
- FAUST, HEATHER** **Anatomy**  
BS, University of Guelph, Canada; MS, Portland State University; Monterey Peninsula College, 2005
- FERRANTELLI, SAL** **Music**  
BA, MA, San Diego State College; DM, Indiana University; Monterey Peninsula College, 1981
- FOX, DANIEL** **Speech**  
BA, San Diego State University; MS, PhD, Southern Illinois University at Carbondale; Monterey Peninsula College, 2002
- FUJII, KIM** **Physical Education**  
BA, San Jose State University; MA, University of San Francisco; Monterey Peninsula College, 2004
- FULLER, GARY** **Chair, Life Science Division**  
BA, MA, California State University, Chico; Monterey Peninsula College, 1978
- 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
- GILBERT, PAOLA** **Reading**  
BA, MA, California State University, Sacramento; Monterey Peninsula College, 2003
- GILMARTIN, MICHAEL** **Dean of Instruction, Occupational Education and Economic Development**  
BS, MS, San Diego State University; Monterey Peninsula College, 1999
- GITIN, DAVID** **English/Humanities**  
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
- GONZALES, LISA DANIELLE** **French**  
BS, California State University, Pomona; MA, California State University, Fullerton; Monterey Peninsula College, 2003
- HAAS, CATHY** **Ornamental Horticulture**  
BS, MA, California Polytechnic State University, San Luis Obispo; Monterey Peninsula College, 1990
- HACKER, DEBRA SCHULTE** **Director, Nursing**  
BSN, University of Iowa; MSN, University of Nebraska Medical Center; EdD, Nova Southeastern University; Monterey Peninsula College, 1987
- HAFFA, ALAN** **English; Coordinator/Instructor, Gentrain & Travel Study**  
BA, St. John's College; MA, PhD, University of Wisconsin-Madison; Monterey Peninsula College, 2003
- HAGE, SAMAR** **Nursing**  
BSN, San Jose State University; MSN, San Jose State University; Monterey Peninsula College, 1986
- HALL, JIM** **M.A.T.E. Center**  
BS, U.S. Coast Guard Academy; MS, U.S. Naval Postgraduate School; Monterey Peninsula College, 1998
- HANNA, SUE** **Nursing**  
ADN, Santa Fe Community College; BA, Concordia University, Montreal, Quebec; BSW, McGill University, Montreal, Quebec; MA, Santa Barbara Graduate Institute; Monterey Peninsula College, 2005
- HANSEN, CAROLYN** **Sign Language**  
BA, University of California, Riverside; MA, San Jose State University; Monterey Peninsula College, 1980
- HOBBS, WILLIAM** **Psychology**  
BA, University of California, Riverside; MS, California State University, San Diego; Monterey Peninsula College, 1985
- HOCHSTAEDTER, ALFRED** **Geology/Oceanography**  
BS, Humboldt State University; PhD, California State University, 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
- 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, 1981
- JEPSON, GUNNEL** **Psychology/Sociology**  
BA, California State University, Fresno; MA, San Jose State University; Monterey Peninsula College, 1982
- JEREZ-MOYA, LOLA** **Spanish**  
Licenciatura, Universidad Literaria, Valencia, Spain; MA, University of Hawaii; Monterey Peninsula College, 1991
- JOHNSON, ANITA AUKEE** **English**  
BA, St. Olaf College; MA, Sonoma State University; PhD, University of Washington; Monterey Peninsula College, 2004
- 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
- JOHNSON, LARON** **Counseling**  
BA, University of California, Berkeley; MA, Notre Dame de Namur University; MS, California State University, East Bay; Monterey Peninsula College, 2000
- JONES, WILLIAM** **Learning Specialist**  
BA, Whittier College; MA, University of Santa Clara; MA, St. Mary's College; Monterey Peninsula College, 1983
- JOPLIN, DAVID** **English**  
BA, Ambassador College; MA Fort Hays State University; PhD, University of Denver; Monterey Peninsula College, 2004
- KEZIRIAN, RICHARD P.** **History**  
BA, MA, PhD, University of California, Santa Barbara; Monterey Peninsula College, 1971
- KOENIG, MARGARET** **English**  
BA, Millsaps College; MA, University of Mississippi; Monterey Peninsula College, 1986
- LA MOTHE, EILEEN** **Nursing**  
BSN, MSN, Wayne State University; Monterey Peninsula College, 1988
- LEE, BARBARA** **Associate Dean, Human Resources**  
BA, University of Wyoming; MA, California State University, Dominguez Hills; Monterey Peninsula College, 2002
- LEWIS, PATRICIA** **Dental Assisting**  
AAS, BA, Ferris State College, Michigan; Monterey Peninsula College, 1977
- LIZANO, SONIA M.** **Spanish**  
BA, Universidad de Costa Rica; MA, Ohio University; Monterey Peninsula College, 2000
- LOGAN, THOMAS J.** **History**  
BA, University of California, Davis; MA, University of Chicago; Monterey Peninsula College, 2000
- LOOP, LAURA** **Nursing**  
BSN, Madonna University; MSN, CSU Dominguez Hills; Monterey Peninsula College, 1994
- 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
- MIKKELSEN, JON** **Business**  
BA, MBA, University of California, Davis; Monterey Peninsula College, 2004
- NAY, ERIC** **Interior Design/Drafting**  
B.Arch, University of Kentucky; M.Arch, Cornell University; Monterey Peninsula College, 2003
- 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**  
BS, 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 Baltimore, MD; MSN, 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** **Learning Specialist**  
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

**OSBURG, JONATHAN** **English**  
BA, University of California, Santa Barbara; MA, California State University Dominguez Hills; Monterey Peninsula College, 2004

**OSORIO, SUSAN** **Associate Dean, Student Services**  
BA, University of San Francisco; MA, San Francisco State University; EdD, University of San Diego; Monterey Peninsula College, 2005

**PARTCH, PENNY** **English as a Second Language**  
BA, Chico State University; MA, Monterey Institute of International Studies; Monterey Peninsula College, 1995

**PAYNE, DARIEN** **Graphic Arts/Fine Arts**  
BA, University of Santa Cruz; MFA, San Jose State University; Monterey Peninsula College, 2001

**PEET, PHYLLIS** **Director/Instructor, Women's Programs/Women's Studies**  
BA, California State University, Northridge; MA, PhD, University of California, Los Angeles; Monterey Peninsula College, 1990

**PENNEY, BETH** **Chair, English Department**  
BA, MA, California State University, Fresno; 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, 1998

**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

**RITSEMA, TODD** **Chemistry**  
BS, Sonoma State University; PhD, University of California, Santa Cruz; Monterey Peninsula College, 2000

**ROLLINSON, GARY** **Computer Science & Information Systems**  
BS, University of California, Los Angeles; JD, Lincoln University; Monterey Peninsula College, 2003

**RONDEZ, CHRISTINA VALERO** **Nursing**  
BS, University of San Francisco; Monterey Peninsula College, 1994

**ROSS, HAZEL** **Mathematics**  
BSc (Honours), Edinburgh University, Scotland; PhD, Case Western Reserve University; Monterey Peninsula College, 1990

**ROZMAN, KATHLEEN** **Learning Specialist**  
BA, State University of New York; MA, Chapman University; Monterey Peninsula College, 1994

**RUIZ, DEBORAH** **Public Services Librarian**  
BA, San Francisco State University; MLS, University of California, Berkeley; Monterey Peninsula College, 1990

**RUTH, STEPHEN B.** **College Readiness; Math/Science Upward Bound**  
AA, Diablo Valley College; BA, PhD, University of California, Berkeley; Monterey Peninsula College, 1985

**SCHUTZLER, LYNDON** **Chair, Physical Education Division/Athletic Director**  
AA, Monterey Peninsula College; 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 Missouri at Rolla; MBA, Pepperdine University; PhD, Syracuse University; Monterey Peninsula College, 1997

**SMITH, ROBYNN** **Art**  
BFA, Rhode Island School of Design; MA, MFA, San Jose State University; Monterey Peninsula College, 1989

**SOUZA, NANCY** **College Readiness**  
BA, MA, University of Oregon; Monterey Peninsula College, 1974

**SPIERING, CHARLES** **Physical Education**  
BS, College of Notre Dame de Namur; MA, St. Mary's College; Monterey Peninsula College, 2002

**STEWART, JAMES** **Economics**  
B. Comm, M. Comm, University of Auckland; Monterey Peninsula College, 2005

**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** **Electronic Resources/Instruction Librarian**  
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

**TORRES, MICHAEL** **Counseling**  
BA, MS, California State University, Sacramento; Monterey Peninsula College, 2002

**TREJO, ADRIAN** **Counselor, EOPS**  
BA, California State University, Northridge; MA, New York University; Monterey Peninsula College, 2002

**VINCENT, CHRISTINE**      **Coordinator, CARE/Counselor, EOPS**  
*BA, University of California, Santa Barbara; MS, Sacramento State University; Monterey Peninsula College, 1994*

**WALKER, LARRY**      **Associate Dean, Student Services**  
*BA, MA, San Jose State University; Monterey Peninsula College, 1992*

**WALTER, SUSAN**      **Counseling**  
*BA, Hunter College of the City University of New York; MS, California State University, Fresno; Monterey Peninsula College, 1995*

**WASHINGTON, SANDRA**      **Counselor, Upward Bound**  
*BA, University of California, Los Angeles; MA, California State University San Jose; Monterey Peninsula College, 2004*

**WEBER, TODD B.**      **Philosophy**  
*BA, California State University, Fullerton; MA and PhD, University of California, Riverside; Monterey Peninsula College, 2000*

**WEI, LIJUAN**      **Physics/Astronomy**  
*MAT, Bridgewater State College; MS, PhD, University of Massachusetts, Amherst; Monterey Peninsula College, 2002*

**WEIGLE, RICHARD**      **Counselor, Supportive Services  
and Instruction**  
*BS, Oregon State University; MS, Western Oregon State College; Monterey Peninsula College, 1989*

**WHITE, WALTER**      **Dance**  
*BA, University of California, Santa Cruz; MFA, University of Utah; Monterey Peninsula College, 1982*

**WILCOX, MARILYN**      **Academic Support Center**  
*BA, California State University, Fresno; Monterey Peninsula College, 1989*

# Emeritus Faculty

ALLSUP, ELDON E.	Drafting	1968-1997
BANATHY, BELA	Business	1969-2003
BARON, JOHN	Business Manager/ Business	1961-1978
BARROWS, FRANK	Auto Technology	1984-2004
BAINES, WHITNEY	Anatomy/Physiology	1975-2005
BATCHEV, JULIA	Librarian	1970-2004
BESSIRE, JACK	Assistant Superintendent/ Vice President/President	1967-1995
BIBLER, RICHARD	Art	1957-1985
BLAKEMORE, JOHN	Psychology	1965-1985
BOGUE FEINOUR, CAROLE	Vice President for Academic Affairs	1996-2005
BOONE, HOWARD	Business	1971-1991
BOWER, DIANE	Interior Design	1974-2002
BRADLEY, VINCE	Dean of Instruction, Academic Affairs	1974-1998
BRISTOW, MILTON	Earth Science	1961-1997
BRYANT, JOSEPH	Mathematics	1966-1992
BURKE, DAVID	Director, Fort Ord	1980-1991
BYNUM, LYNNE	Physical Education/Health	1954-1985
CARLSON, KEN	Mathematics	1961-1983
CHATWIN, MARSHALL	Counseling	1962-1995
CHUBB, JAMES	Older Adult Program	1985-1994
COMPTON, DONALD	Chemistry	1963-1986
CONIGLIO, SHARON	Dean of Counseling, Admissions & Records	1964-2002
COX, DOROTHY	Dental Assisting	1974-1993
CUMMINS, LARRY	Physical Education	1960-1993
CUNNINGHAM, ALAN	Chemistry	1964-1988
CYR, RAYMOND	Physics	1988-2002
DAVIS, JACQI	Counseling	1973-2005
DEVLIN, EDWARD	Director, International Students	1967-1995
ELDRIDGE, GARY	Electronics	1960-1985
EPSTEIN, LEONARD	Humanities	1969-1988
ERICKSON, CAROLE	College Nurse	1986-2005
ERICKSON, JOHN	Music	1957-1988
ESQUIBEL, EMILIO	Spanish	1968-1999
FLETCHER, LEON	Speech	1965-1979
FRAZER, RICHARD	Nautical Sciences/Speech	1961-1989
FREMIER, ROGER	Business/Photography	1968-2002
FRY, VIRGINIA	Biology	1972-1986
GIBBS, NORMAN	Automotive Technology	1974-1983
GIORDANO, AL	Business	1958-1986
GIRARD, MAUREEN R.	English	1988-2005
GONZALES, ALEX	Art	1964-1989
HACKER, THORNE	Dean of Instruction, Liberal Arts	1974-2002
HANSEN, DAVID	Mathematics	1965-1999
HAUSMANN, GRETCHEN	Physical Education	1978-2004
HINTON, JAMES	English	1972-2004
HINWOOD, ROBERT	English	1959-1989
HOBSON-ROBINSON, ALLYE	English/French	1969-2003
HOLMGREN, RODERICK	Journalism	1959-1979
HOPKINS, DAVID	Superintendent/President	1963-1995
HYSONG, JOSEPH	Art	1963-1984
INWOOD, JEANNE	Librarian	1960-1983
JENSEN, LINLEY	English	1965-1989
JOHNSON, SHIRLEY	Spanish	1965-1991
KARAS, EDITH	English/Gentrain	1963-1980
KAROHS, ERIKA	German	1965-1987
LEONARD, RONALD	Counseling	1968-2002
LILLEY, PATRICIA	EOPS Counseling	1986-2003
LINDSAY, WILLIAM	Biology	1967-1997
LOCKWOOD, WANDA	English & Study Skills Center	1989-2003
MAINS, MARY	English	1966-1971
MARSHALL, HARVEY	Music	1950-1980

MENMUIR, RUTH	Counselor/Associate Dean of Instruction	1956-1974 1965-1985
MERRILL, KEITH	Dean, Community Education	1965-1985
MILLER, JANE	Art	1985-2001
MILLER, LAWRENCE	Electronics	1964-1986
MINOR, WILLIAM G.	English	1971-1996
MOHLER, HAZEL	English	1966-1978
MOORE, JEANNE	Children's Center	1993-2000
MOORE, MARGUERITE	English	1969-1997
MOORE, RAYLYN	English	1969-2002
MOORTY, J.S.R.L. Narayana	Philosophy	1974-1999
NASH, PHILLIP	Dean, Instruction	1962-1998
NAVA, RODOLFO	Language Laboratory	1980-2004
NEAL, VERN	English as a Second Language	1978-1997
NELSON, ROBERT	Art/Gentrain	1958-1978
NORRIS, ED	Humanities	1964-1989
NORTON, EVA	Mathematics	1990-1993
NYGREN, ELAINE	Sociology	1964-1978
PAPPAS, CHRIS	Physical Education	1963-1994
PATRICK, OWEN	Electronics	1959-1983
PEASE, JOAN	Coordinator, Co-op/Business	1998-2001
PENTONY, JACQUELINE	Child Development	1971-1995
PHILLIPS, LUKE	Physical Education	1957-1999
PILAT, PETER	Art	1971-1994
POHLHAMMER, CARL	History/Political Science	1965-1995
RAGAN, LAVERNE	Business	1969-1993
REEVE-WILSON, NANCY	English	1968-2003
REICH, CARL	Data Processing	1961-1978
REVOIR, BERNARD	Business	1957-1986
RILE, MARY	Home Economics	1953-1982
ROBERTS, ELLIOT	English	1965-1997
ROBINSON, RICHARD	Biology	1955-1996
ROYAL, HENRY	Ethnic Studies	1961-1998
SARE, DAWN	Physical Education/Dance	1976-2004
SAWYER, DAVID	Counseling	1967-1986
SCHAMBER, DONALD	Music	1971-1995
SCHWYZER, ALISON	Philosophy	1985-1999
SIEGEL, BEA	Older Adult Program	1975-1983
SMITH, DIANE	Physical Education	1961-1998
SMITH, ROSETTA	Business	1964-1983
SNIBBE, RICHARD	Administration of Justice	1963-1989
SPENCE, DAVID	Business	1962-1997
STOCK, MORGAN	Drama	1954-1982
STORY, MARY	Counseling	1968-1985
TADLOCK, MAX	Superintendent/President	1980-1985
THOELE, JANET	English as a Second Language	1982-1997
THOMAS, MARILYN	Office Occupations	1983-1996
TRENDT, TED	Physical Education	1964-1996
VICTOR, VITO	Computer Science & Information Systems	1985-1999 1978-2003
VOTH, GRANT	English/Gentrain	1978-2003
WELLS, DAVID	Business/Computer Science & Information Systems	1981-2004
WILLIAMS, GORDON	Chemistry	1956-1989
WOOD, JOHN	Business	1986-2003
YAMADA, DAVID	Political Science	1971-1998

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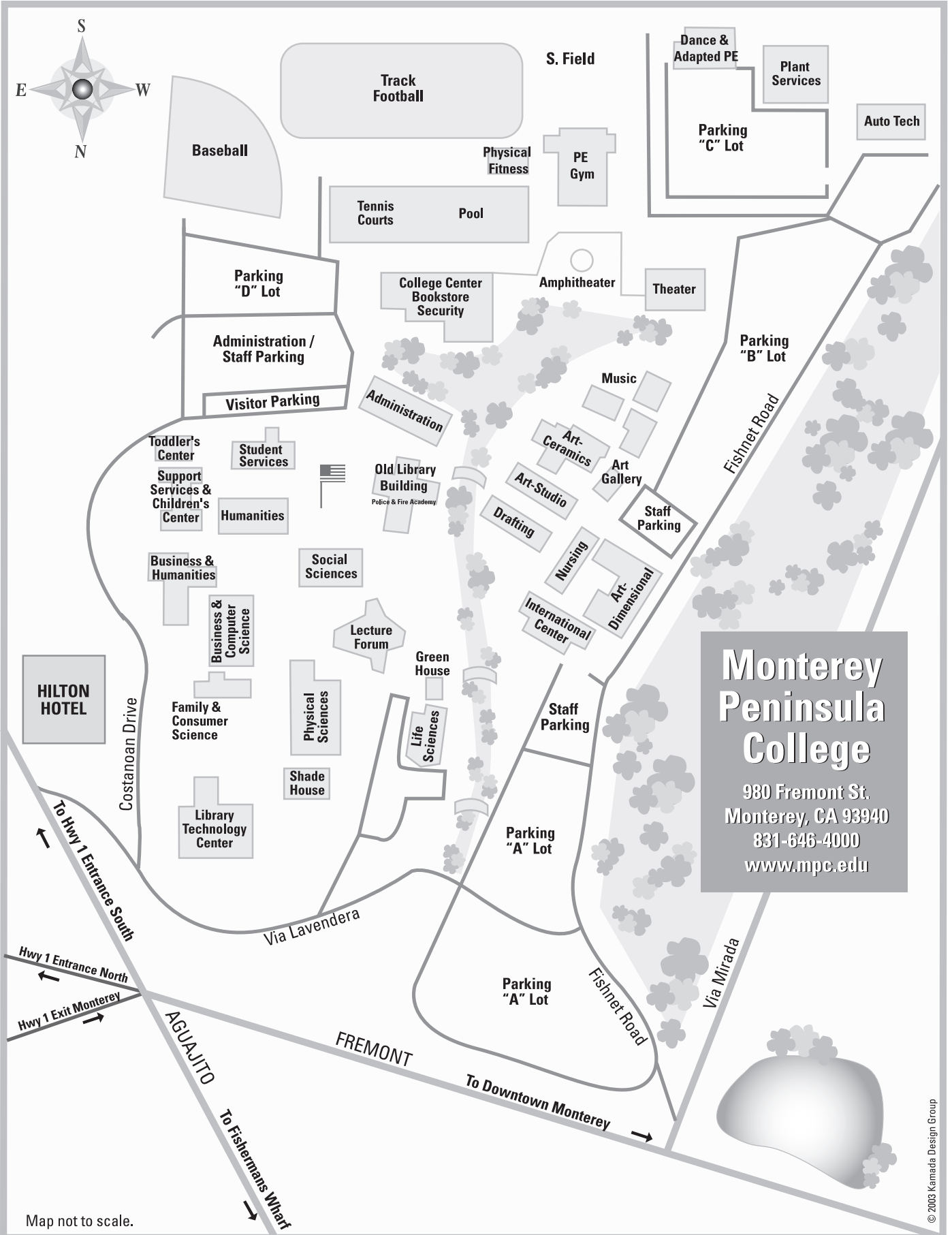
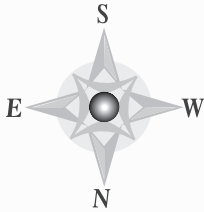
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# MPC Directory of Student Services

<b>Academic Council Petitions</b> (831) 645-1377	<b>Sandy Nee</b> Student Services Building	<b>Math/Science Upward Bound</b> (831) 645-1306	<b>Steven Ruth</b> TRIO Program 101
<b>Academic Support Center</b> (831) 646-4176	<b>Marilyn Wilcox</b> Library & Technology Center 124	<b>Matriculation</b> (831) 645-1372	Student Services Building
<b>Admissions</b> (831) 646-4002	<b>Vera Coleman</b> Student Services Building	<b>Parking Permits Purchase</b> (831) 646-4002	<b>Admissions and Records</b> Student Services Building
<b>Articulation</b> (831) 646-4263	<b>Elizabeth Harrington</b> Student Services Building	<b>Policies and Regulations, Student</b> (831) 646-4190	<b>Carsbia Anderson</b> Student Center
<b>Associated Students of MPC Office</b> (831) 647-8733	Student Center	<b>Probation and Disqualification</b> (831) 645-1377	<b>Dean, Counseling/ Admissions &amp; Records</b> Student Services Building
<b>Athletics</b> (831) 646-4220	<b>Lyndon Schutzler</b> Physical Education Building	<b>Registration</b> (831) 646-4002	<b>Admissions &amp; Records</b> Student Services Building
<b>Bookstore</b> (831) 657-4680	<b>Tom Norton</b> Student Center	<b>Residency</b> (831) 646-4002	<b>Vera Coleman</b> Student Services Building
<b>Career/Transfer Resource Center</b> (831) 645-1336	<b>Kathleen Baker</b> Student Services Building	<b>Scholarships</b> (831) 646-4030	<b>Student Financial Services Office</b> Student Center
<b>Certificate Requirements</b> (831) 646-4020	<b>Counselors</b> Student Services Building	<b>Security</b> (831) 646-4099/(831) 646-4292	Student Center
<b>Children's Center</b> (831) 646-4066	<b>Cathy Nyznyk</b> Children's Center	<b>Student Accounts</b> (831) 646-4046	Business & Computer Science Building
<b>Clubs, Student</b> (831) 646-4192	<b>Jon Edmonds</b> Student Center	<b>Student Activities</b> (831) 646-4192	<b>Jon Edmonds</b> Student Center
<b>College Readiness Program</b> (831) 646-4246	<b>Larry Walker</b> Humanities 209	<b>Student Center</b> (831) 646-4190	<b>Carsbia Anderson</b> Student Center
<b>Counseling Office</b> (831) 646-4020	<b>Sal Cardinale</b> Student Services Building	<b>Student Discipline</b> (831) 646-4190	<b>Carsbia Anderson</b> Student Center
<b>Dean, Counseling/Admissions &amp; Records</b> (831) 645-1372	Student Services Building	<b>Student Employment</b> (831) 646-4195	<b>Lien Nguyen</b> Student Center
<b>EOPS Office</b> (831) 646-4247	<b>Larry Walker</b> Humanities 209	<b>Supportive Services &amp; Instruction</b> (831) 646-4070	<b>Susan Osorio</b> Supportive Services & Instruction
<b>Financial Aid</b> (831) 646-4031	<b>Claudia Martin</b> Student Center	<b>Testing</b> (831) 646-4027	<b>Linda Ransom</b> Humanities 207
<b>Graduation Requirements</b> (831) 646-4020	<b>Counselors</b> Student Services Building	<b>Transcripts</b> (831) 646-4002	<b>Admissions &amp; Records</b> Student Services Building
<b>Health Services</b> (831) 646-4017	Student Services Building	<b>Upward Bound</b> (831) 646-4129	<b>Eric Ogata</b> TRIO Program 101
<b>Housing Information</b> (831) 646-4192	Student Center	<b>Veterans Assistance</b> (831) 646-4025/(831) 646-4020	<b>Jenny Cattana</b> Student Services Building
<b>International Students</b> (831) 645-1357	<b>Johnny Johnson</b> International Center	<b>Volunteer Bureau</b> (831) 646-4190	Student Center
		<b>Women's Program/Re-Entry/Multicultural</b> (831) 646-4276	<b>Phyllis Peet</b> Social Science 204



**Monterey Peninsula College**  
980 Fremont St.  
Monterey, CA 93940  
831-646-4000  
[www.mpc.edu](http://www.mpc.edu)

Map not to scale.

**MONTEREY PENINSULA COLLEGE**

**980 Fremont Street**

**Monterey, CA 93940**

**831.646.4000**

**[www.mpc.edu](http://www.mpc.edu)**

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