

2007-2008 Catalog

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

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

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 Council for Higher Education Accreditation (CHEA) 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:

- California Board of Registered Nursing
- California State Board of Dental Examiners
- California State Fire Marshal
- Commission on Peace Officer Standards and Training (P.O.S.T.)
- The National League for Nursing Accrediting Commission

Monterey Peninsula Community College District

Governing Board

R. Lynn Davis, Chair
Robert Infelise
Jim Tunney

Loren Steck, Vice Chair
Charles H. Page
Renee Infelise, Student Trustee

New Photo
to come

INFORMATION
(831) 646-4000

ADMISSIONS
(831) 646-4002

REGISTRATION
(831) 646-4002

COUNSELING
(831) 646-4020

Table of Contents

IFC	Academic Calendar (<i>Front Cover</i>)
1	Accreditation
2	Administration
4	General Information
6	Admissions
8	Registration
9	Matriculation
11	Fees
13	Financial Aid
14	Academic Policies
16	Academic Standards
18	Scholarships
19	Student Services
25	Student Activities
26	College Safety and You
27	Safety and Campus Regulations
29	Student Rights and Responsibilities
34	Instructional Programs
36	Associate Degree Requirements
37	Certificate/Associate Degree Programs
77	General Education Requirements for MPC
78	General Education Requirements for CSU
79	IGETC (Intersegmental General Education Transfer Curriculum)
80	Transfer Information
83	Announcement of Courses
84	Course Listings
196	Faculty
202	Index
208	Directory of Student Services
IBC	Campus Map (<i>Back Cover</i>)

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 (831-646-4070).

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 contained in the catalog without prior notice.



General Information

History

Monterey Peninsula College commenced its operation in September of 1947 on the campus of Monterey High School, holding classes from 4 p.m. 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 and the Pacific Grove 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.

In addition, 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 also on the verge of significant institutional change related to implementation of long-awaited plans for the MPC Education Center at Marina. The Center will be developed as a satellite site of the College. Its primary role is to serve as a gateway center, providing students access to initial basic skills and general education courses, as well as discrete skills training opportunities. In most instances, students will complete their programs of study at the main campus.

The projected completion date of the new facility is fall 2009. In the interim, the College offered classes at UC-MBEST (University of California Monterey Bay Education, Science, and Technology Center) in academic year 2006-07. Beginning in fall 2007, the College will offer classes in temporary buildings at the actual Education Center site. The MPC Education Center at Marina is located at the corner of 3rd Avenue and 12th Street in Marina.

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.

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 Instructional Agreements, 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, 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

In the interest of protecting the health of students, employees, and visitors to the campus, smoking is prohibited within 20 feet of main entrances, exits, and operable windows of any MPC facility. Additionally, the use of tobacco - to include

smoking and/or chewing any form of tobacco - is not permitted except in parking lots. Smoking is not permitted in Lower Parking Lot A during the hours of the Farmers Market, International Center Staff Parking Lot, Parking Lot J, or the Business/Humanities Driveway. Smoking is not allowed in campus-owned vehicles.

Students, staff, and visitors who violate the smoking policy are subject to disciplinary procedures as detailed in the appropriate sections of the Board Policy.

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 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 1964, 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, 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

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.

Monterey Peninsula College shall admit students who are capable of profiting from the instruction offered. In addition, the College shall admit:

- International students on F-1 or M-1 (student) visas with a minimum acceptable TOEFL score of 450, evidence of financial support during enrollment at the College, and approval of the International Student Programs designee.
- Refugee students who have Form I-181 from the Immigration and Naturalization Service or evidence of political asylum or refugee status.
- Undocumented students will be admitted as nonresidents unless they qualify for the California Nonresident Tuition Exemption under the law (AB540) that was passed by the legislature in 2001.

Special Admission of K-12 Students

A student currently enrolled in grade K-12 may be admitted as a special part-time student and must enroll into college credit courses acceptable toward the associate degree. The student must also have the recommendation from the school principal and parental permission. A student in grade K-8 must, additionally, have approval of the Dean of Student Services. K-12 students must complete an Application for Admission and an approved Concurrent Enrollment Form each semester or session of enrollment.

The College may restrict the admission or enrollment into any course or program based on age and/or completion of a specified grade level or demonstrated eligibility for instruction using approved assessment methods and procedures.

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. Social security numbers are required for students who apply for financial aid. All students will be assigned Student Identification Numbers that will be used to conduct all MPC business. Social Security Numbers will no longer be used as student numbers at Monterey Peninsula College.

Applications for Admission are available in the Schedule of Classes, on the MPC website, and from the Admissions and Records Office.

The STEP Program (see page ___) supports new students in establishing educational goals and utilizing college resources. The completion of all five steps (Application, Assessment, Orientation, Counseling and Registration) will speed up the enrollment process and greatly enhance chances for educational success. Visit our website at www.mpc.edu for more information about services for new students.

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 or M-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 residence.

Resident student classification for education purposes will be given to students 19 years of age or older 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 form, from nonresident tuition. The form must be completed each semester/session until the dependent has declared California residence. See the Schedule of Classes, or the MPC website for a copy of the form.

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 Code of Regulations. A copy of the statutes and regulations is available for inspection in the Dean of Student Services Office.

Admission of International Students

Monterey Peninsula College currently welcomes 200+ students from 54 countries. The International Student Programs 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](http://www.mpc.edu/International%20Student%20Programs);
2. Official copies of all academic records showing subjects taken and grades earned;
3. Financial certification form (form available at above-listed website) and bank statement(s) from the student and/or student sponsor(s);
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. The minimum TOEFL score is 460 paper-based; 140 computer-based (CBT); or 48 Internet-based (iBT).

Conditional Admission: Students who have not taken the TOEFL, or who scored below 460 paper-based, 140 CBT or 48 iBT 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://language.miis.edu/se>. Upon completion of study at the MIIS ESL program, and a positive recommendation from the MIIS ESL program director, plus the appropriate minimum TOEFL score, applicants will be accepted for full-time study at Monterey Peninsula College.

Budget: MPC tuition and fees are at least \$4,400 per year for full-time students; approximate room and board (\$8,600); books and supplies (\$1,000) and health insurance (\$1,050) bring the average annual budget to approximately \$15,000. International students must purchase school health insurance at the time of registration. No financial aid is available.

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 or international_center@mpc.edu, fax (831) 645-1390, or telephone: (831) 645-1357. All questions are welcomed and receive a prompt response.

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.

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

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 Code of Regulations. 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.

Enrolling in Courses

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

Registration Procedures

Monterey Peninsula College offers three methods of registering: mail, in-person, 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 available on the College's website and also 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 for permission 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 logging onto the website (www.mpc.edu) and using WebReg, mailing in an Add/Drop Form or letter indicating the courses that are to be dropped, or by submitting an 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 Student Services.

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 WebReg 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. International Students (F-1 visa only) - 12 units.
4. Financial Aid - at least 6 units (according to the specific loan, grant or scholarship).

Except for financial aid purposes, 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 part of the matriculation components, may do so by completing a waiver form available from the Counseling Department.

Exemptions

Assessment:

- Received English credit through completion of the CLEP (50 percentile) or Advanced Placement (score of 3 or higher) tests.
- Received math credit through completion of the CLEP (35 percentile) or Advanced Placement - AB or BC (score of 3 or higher) tests.
- Received a grade of "C" or better in a college prerequisite English course.
- Received a grade of "C" or better in a prerequisite math course within the last two years.
- Earned a bachelor's or higher degree from an accredited institution.
- Taking courses for personal interest which do not require an English or math course as a prerequisite.
- Taking courses for advancement in current job/career (update job skills) which do not require an English or math course as a prerequisite.
- Taking courses to maintain certificate or license which do not require an English or math course as a prerequisite.

Orientation (Registration Planning Session):

- Earned an associate or higher degree.
- Attended orientation at another college.
- Non-matriculating K-12 grade student.
- Concurrently enrolled in another college/university, and receiving matriculation services at that college/university.
- Taking courses for personal interest.
- Taking courses for advancement in current job/career (job skills update).
- Taking courses to maintain certificate or license.

Counseling/Advisement (Education Plan):

- Earned an associate or higher degree and does not intend to pursue another degree.
- Non-matriculating K-12 grade student.
- Concurrently enrolled in another college/university and receives matriculating services at that college/university.
- Taking courses for personal interest.
- Taking courses for advancement in current job/career (job skills update).
- 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: 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 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 Placement Test (EPT) was designed for native speakers of English. Students who speak English as a second language should take the ESL Placement Test (ESLPT) in

order to be advised accurately. The ESLPT is offered throughout the year and takes about two 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) 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.

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 registration clearance.

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 Student Services at (831) 645-1372.

Fees

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

Expenses

Community College Enrollment Fee: Students are required to pay an Enrollment Fee of \$20.00 per unit. No Enrollment Fee is 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 2007-2008 academic year is \$173.00 per unit in addition to the Enrollment Fee.

Student Center Use Fee: The Student Center Use Fee of \$10.00 per regular semester, or \$5.00 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 \$15.00 per semester or \$12.00 for Summer session is required of all students. Exemptions to the fee may be made, before registering, for students who use prayer for healing (which must be verified in writing by the College Nurse).

Parking Permits: A nonrefundable parking permit is available for each vehicle at the rate of \$40.00 per semester (\$20.00 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 \$20.00 for summer. Vehicles without parking permits must display a daily parking ticket which costs \$1.00 per day. A discounted fall/spring/summer annual permit, sold in fall, is available for \$70.00, and \$35.00 for 6.0 or fewer units.

Student Body Fee: Students may purchase a Student Body Card at the time of registration. The \$5.00 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. This fee is optional.

Students choosing not to support student government and to decline student body benefits must contact the Student Activities Office located in the Student Center to request a waiver.

Child Development Center Fee: An optional \$3.00 student fee can be designated to support child care on campus.

Textbooks: Textbooks are essential and though prices vary, textbooks for most classes are approximately \$75.00. Textbooks for Accounting, Calculus, Nursing and Drafting classes can be \$100.00 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 \$4.00 charge for each transcript. There is a \$10.00 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. Unofficial transcripts for students who attended MPC since 1995 are available on our website (www.mpc.edu): click on Registration, then Unofficial Transcript.

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 all 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, WebReg, and from 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 submit-

ted 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 or credited to credit card accounts 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. Application for Refund forms are available 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 being requested. Petitions are available at the Admissions and Records Office.

Refunds - Textbooks

See College Bookstore on page _____ for refund policy.

Financial Aid

(www.mpcfaculty.net/studentfinancialservices)

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)
- Academic Competitiveness Grant
- 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, GED, 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 or e-mail (www.fafsa.ed.gov) their Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Programs. Be sure to use the student aid code 001242 when filling out the application. Students then will need to complete and submit a Monterey Peninsula College 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 Information Packet or on the MPC Student Financial Services website.

What is the deadline to apply for financial aid?

Financial Aid is disbursed throughout the school year at MPC. The earlier you apply the more resources are available. There are major application deadlines for specific types of aid each academic year:

- March 2: Cal Grant deadline
- March 19: Scholarship Application deadline
- Federal Aid: Last date of attendance or June 30 whichever is earlier
- See the Student Financial Services website or consumer information for specific deadlines.

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	MilitaryWithdrawal
RD	Report Delayed
W	Withdrawal

Incomplete (I)

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

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.

MilitaryWithdrawal (W)

The "MW" will be assigned, upon verification of such orders, only to students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses. "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 Grading Option

Monterey Peninsula College offers:

- some courses solely on the C/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 Title 5 of the California Code of Regulations, 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 C/NC is an option for a course and the student wishes to take the course for C/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. Students may also request the C/NC grading option using WebReg.

Other Credit

Credit by Examination 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.

College Level Examination Program (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 (AP) Examinations

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.

International Baccalaureate (IB) Examinations

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.

Articulation of High School Courses

Tech Prep supports activities such as job shadowing, career fairs, professional development for teachers, and articulation of programs and courses between the high schools and Monterey Peninsula College. An articulation agreement enables students to receive either a course waiver or college credit for completion of courses at the secondary level, Regional Occupational Program, or Adult School which are comparable to courses offered at Monterey Peninsula College (MPC). The granting of a course waiver and/or college credit is based on the achievement of competencies through a course, or a sequence of courses, as defined on the Course Waiver or the

Credit by Proficiency Examination which specifies the conditions of the articulation agreement. Students must initiate the process to receive a waiver or credit and must have completed six units at MPC prior to being granted articulated credit.

TechEd Monterey Bay is a team of educators that coordinates tech prep in high schools/ROP programs, businesses, and Monterey Peninsula College in an effort to prepare high school students for college and careers. Tech Prep bridges the gap from high school to community college and beyond with classes and activities that explore careers, link educational and career pathway planning, and assists students to go successfully from high school to college. Visit the website at www.techedmontereybay.org

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 may receive credit towards the Associate degree from Monterey Peninsula College if the courses were lower division and the institution was regionally accredited at the time of attendance. Accreditation must be listed in the Accredited Institutions of Post Secondary Education.

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

Academic Standards

Attendance

Regular attendance and consistent study are student responsibilities. A college student is expected to attend all class meetings. Failure to attend class may result in a lower grade or being dropped from class. Each instructor establishes the standards in the 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 eligible 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 for community college students. 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 when 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 past substandard grades ("D" or "F") 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 ____ 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 official 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 extenuating circumstances. Petition forms are available from the Admissions and Records Office and the Counseling Department.

Scholarships

Scholarships are awarded annually to entering students from local high schools, continuing students and graduating Monterey Peninsula College students. Scholarship booklets and applications are available from the Student Financial Services Office during the spring semester of each year. Scholarships are awarded on criteria which vary 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

Genrain Program Scholarship

Genrain 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

Karl S. Pister Leadership Program

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

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 cash aid 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 costs, 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. Tar-

geted 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 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.

Career/Transfer Resource Center

The Career/Transfer Resource Center offers career and transfer resources, workshops, guidance and referral. The CTCR Coordinator provides information on career exploration and choosing colleges. Services include a resource library of college and university catalogs, directories and career-specific books. Visitors may use college files, videos, CDs, EUREKA and DISCOVER (computerized software to research schools, majors and occupations) and access the Internet. Computers, printers, phone, fax and copiers are available to use for career or transfer purposes.

College representatives regularly visit the Center to meet with transfer students. The annual Transfer Day hosts over 40 representatives from the University of California and California State University systems as well as independent colleges and universities. Information about ongoing and special events is published in the monthly calendar, posted on the MPC and Career/Transfer websites and mailed out to students who register for the e-mail listserv.

Transfer Admission Agreements are available to students who meet the eligibility requirements (see page ____). Interested students should meet with a counselor to start the process.

Workshops for transfer, job search strategies, resume writing and interview skills are also held throughout the year. Students and adults in transition are referred to Career Development and Transfer-Bound Classes, Career Assessment/Testing and Career and Academic Counseling.

The Career/Transfer Resource Center is located in the Student Services Building, open Monday through Friday with some evening hours. For more information call (831) 645-1336, or access www.mpc.edu, click on Student Services, then click on Career/Transfer.

To be part of the e-mail listserv, contact the Career/Transfer Resource Center (www.career/transfer@mpc.edu).

Child Development Center

The MPC Child Development 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 4 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

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 2:00 p.m., Monday through Thursday, and 7:30 a.m. to 1:30 p.m., Friday.

Additional food services are available in the "Snack Shack" located in the Social Sciences Building, Monday through Thursday from 7:30 a.m. to 1 p.m. and from 7:30 a.m. to 12:00 p.m., Friday, and at the "Food for Thought Lounge" located in the Library and Technology Center Monday through Thursday from 7:30 a.m. to 7:30 p.m. and from 7:30 a.m. to 2:00 p.m., 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 apartment 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 (ISP) is located in the International Center, IC-108. 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/bus pickup; housing assistance; ongoing orientation; academic/transfer counseling; foreign credentials transfer credit evaluation and prerequisite verification; immigration/international advising; health insurance liaison; dependent advising; travel, employment, tax workshops; study, work, travel abroad clearinghouse; campus and community liaison; global alumni network; plus, seminars for international delegations (by contractual arrangement). For all international students - present, future and past - ISP offers a continuum of services by knowledgeable, caring professionals.

The application process is different for international students. International students must complete the International Student Application for Admission and provide all documentation listed under the catalog section entitled "Admission of International Students" before an admissions decision can be made.

Interested applicants with access to Adobe Acrobat can download the international student application forms directly from [http://www.mpc.edu/International Student Programs](http://www.mpc.edu/International%20Student%20Programs). Or, go to <http://www.mpc.edu> and click onto "New Students," then "International Students" for the required forms. Or, please contact ISP directly at international_office@mpc.edu or international_center@mpc.edu; Tel: (831) 645-1357; Fax: (831) 645-1390. Mailed inquiries to ISP at the college's main mailing address are also invited.

Learning Assistance Centers

Academic Support Center/Tutoring

The Academic Support Center, located on the first floor of the 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 (ESSC), located on the first floor of the Library and Technology Center, provides students with a wide range of programs in reading, writing, study skills, and related areas. The Center offers several courses that may be completed for credit.

All students currently enrolled at MPC have access to free writing and English-related assistance at the ESSC. In addition, the Center provides handouts on grammar, punctuation, essay structure and documentation formats; reference books; instructional computer programs; writing workshops; and individualized programs in grammar, vocabulary, and reading. Students in some English classes are assigned to the ESSC for their required course labs.

Computers and computer assistance are available for students enrolled in an ESSC course. Students may take English 50, Writing with Computers, in the English and Study Skills Center to learn the fundamentals of writing using Microsoft Word for Windows.

The ESSC is open 7 days a week: 8 a.m. to 9 p.m., Monday through Thursday; 8 a.m. to 2 p.m. on Friday; and 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, TOEFL preparation 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.

Math Learning Center

Tutoring is available in the Math Learning Center for all students who are concurrently enrolled in classes requiring mathematics. 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.

Reading Center

The Reading Center provides tutorial services to assist MPC's students in improving their ability to read and understand college text. Besides providing evaluation services to assess individual reading performance, the Reading Center is an important part of the individualized labs offered with reading courses English 322 and English 302, as well as source of support through English 351/352 for students who want to become more efficient readers for any of their classes. In addition to providing MPC students with help in developing underlying sensory skills needed for reading, spelling, comprehension, and critical thinking, the Reading Center also provides services to the local community through a range of diagnostic and tutorial services related to reading, including Scotopic Sensitivity Screening and Dyslexia services. Reading Center tutors are trained in a variety of techniques, but primarily use the research-backed Lindamood-Bell methodology.

The Reading Center, formerly known as the Lindamood-Bell Center, is located in the Library and Technology Center, Room 129 (bottom floor of the library). For more information, contact Paula Norton at 646-4175.

Library and Technology Center

The Library and Technology Center officially opened in Summer 2003. Situated at the front of the campus overlooking Monterey Bay, the 67,500 square foot building houses the Library on two floors and the English as a Second Language lab, English and Study Skills Center, Lindamood-Bell®, 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 study and learning in the MPC library include:

- Instruction and reference services
- Book collection of 75,000+ titles, including e-books
- Multimedia resources (CD-Rom, DVD, audio, video cassettes, etc.) and equipment
- Electronic database access from on and off campus
- Class reserve materials
- Reference collection
- Special collections and college archives
- Two hundred workstations with Internet access
- Wireless connectivity
- Group study rooms with multimedia equipment and computers
- Student group project room with computers and other specialized equipment

- All accessible workstations and specialized software
- Individual or group seating and study options

Reference assistance is available most hours the library is open. Orientations and one-to-one instruction can be scheduled by any user. General and class-specific instruction is available for instructors. Credit courses such as Introduction to Information Competency and Literacy, Internet Literacy and Family Research Studies are offered most semesters. Instructors may place textbooks, class readings, exams, audio/visual and other supplementary items for student use on reserve at the Circulation/Reserve Desk.

Students and residents in the community college district may obtain a library card by showing a class schedule or resident verification. For hours, contact information and more details, consult our website at www.mpcfaculty.net/library or call the Circulation Desk 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, located in the Student 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 and attend Re-entry First Fridays.

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, e-mail womensprograms@mpc.edu or visit Women's Programs at www.mpc.edu for information.

Student Health and Personal Counseling Services

The Student Health and Personal Counseling Services staff are committed to offering all students quality health care, health promotion information, health education, personal counseling and support so that each student has the opportunity to successfully complete their academic journey at Monterey Peninsula College.

Location:

Student Health and Personal Counseling Services can be found behind the burgundy-colored door at the end of the Student Services Building (also the end of academic counseling corridor), Rooms 12, 13 and 14.

Staff: A Public Health Nurse and a Health Specialist provide assistance to students for injuries and illness care.

Office Hours: Monday through Friday, 8 a.m. to 5 p.m.

Telephone: (831) 646-4017/4018 (office); if no answer, please call (831) 760-2496 (cell).

Services:

- First aid and emergency care
- Confidential health counseling and assistance with health problems
- Health education presentations and information
- Health screenings, e.g., temperature, pulse, respiration, blood pressure
- Personal counseling for any issues that are affecting your life or school work
- Referrals to health professionals
- Referrals to low-cost medical, dental and other care
- TB (tuberculin) skin testing
- Over-the-counter medication
- Planned Parenthood on campus at Health Services Office - every Wednesday, 10 a.m.-2 p.m.

Eligibility:

All students enrolled at Monterey Peninsula College are eligible to participate in the Student Health and Personal Counseling Services and receive care. Health Services is supported by health fees charged to students at registration. There is no additional charge for these services.

When any specific outside agency clinics (i.e., VNA) are scheduled by Student Health Services, fees may be required. At point of referral to other providers, all costs then are the student's responsibility.

Insurance:

Accidents: Students who are injured while participating in College-sponsored and/or -supervised activities, whether on or off campus, are entitled to apply for student accident insurance benefits. Any such accident should be reported to Health Services within 24 hours.

Low-cost Student Dental and Health Insurance: Information and applications can be provided.

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
- Prescriptive Learning Labs
- Thinking and Reasoning Skills
- Writing, Reading, and Math Skills Development
- Workability - Job-seeking Skills

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 an 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

See Career/Transfer Resource Center on page ____.

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.

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

Women's Programs

Women's Programs, located in the Social Science building (SS-204), serves women and men through the Re-entry & Multicultural Resource Center, the Re-entry Program, the 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 or attend Re-entry First Fridays.

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, e-mail womensprogram@mpc.edu or visit Women's Programs at 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 sponsored by MPC
- Eligibility for ASMPC emergency short-term 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 in the Student Center. This fee is optional.

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

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 Clery 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 College 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.ope.ed.gov/security>

CRIMINAL OFFENSES	2004 Totals	2005 Totals	2006 Totals
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	0	0	0
Burglary- Premise	3	4	11
Burglary- Vehicle	5	2	4
Motor Vehicle Theft	0	2	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny/Theft	9	12	0
Hate Crimes	0	0	0
CAMPUS ARRESTS			
Liquor Law Violations	1	2	0
Drug Law Violations	1	2	1
Weapons Violations	0	1	0
TOTAL CAMPUS ARRESTS	2	5	1

Viewing Megan's Law

History: Megan's Law is named after seven-year-old Megan Kanka, a New Jersey girl who was raped and killed by a known child molester who had moved across the street from the family without their knowledge. In the wake of the tragedy, the Kankas sought to have local communities warned about sex offenders in the area.

Recently, AB 1323 was signed, changing the requirement for the Sheriff's Office to provide public access to the Megan's Law via their internal access. The Megan's Law database is no longer available at the Monterey County Sheriff's Office. You may access the Attorney General's Megan's Law internet website at www.meganslaw.ca.gov. If you do not have internet access, you will be able to access the internet at your local public library.

Please note that many sex offenders are currently in violation of their registration requirements. These offenders are listed on the Monterey County's Most Wanted website at www.co.monterey.ca.us/sheriff/wanted. Any information you may have on these individuals should be reported to your local law enforcement.

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 Admissions and Records Office located in the Student Services Building. 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 of the California Code of Regulations, 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 Dean of Student Services has overall responsibility for such records. The Dean'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 Student Services, 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 official transcripts of work completed, and/or receive other services at the College which relate to his/her records.

III. STUDENT AFFAIRS

A. Freedom of Association

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

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

B. Freedom of Inquiry and Expression

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

C. Student Participation in Institutional Governance

As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body may participate in the formulation and applications of institutional policy affecting academic and student affairs through student government. The Associated Students of Monterey Peninsula College (ASMPC) is

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

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

D. Student Publications

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

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

1. The student press is free of censorship and advance approval of copy, and its editors and managers are free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications are protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal. In the absence of an appointment agency, the regular hearing procedures of this statement should be utilized in the removal of an editor or manager. If such an agency does exist, the orderly and prescribed procedures for

removal must be stated in writing and submitted to the Disciplinary Hearing Committee (as outlined in V, Item E) for approval.

3. All Monterey Peninsula College published, financed, or recognized student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or the student body.

IV. OFF CAMPUS

A. Exercise of Rights of Citizenship

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

B. Institutional Authority and Civil Penalties

Activities of students may, upon occasion, result in violation of law. In such cases, Monterey Peninsula College officials may apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities. Only where the institution's interests as an academic community are clearly involved will the special authority of Monterey Peninsula College be asserted.

The student who incidentally violates institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, is subject to no greater penalty than would normally be imposed. Institutional action is independent of community pressure.

V. DISCIPLINE

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

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

A. Standards of Conduct

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

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

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

approved or sponsored function:

1. Dishonesty, such as plagiarism, or knowingly furnishing false information to the college;
2. Violation of examination rules, such as communicating or transferring information to another student, using any materials such as books, notes, etc. other than those expressly allowed for the exam, looking at another student's exam, etc.;
3. Forgery, alteration, or misuse of college documents, records, or identification;
4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including its public service functions, or of other authorized activities;
5. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any such person;
6. Theft of, or damage to, property of the College or of a member of the College community or campus visitor;
7. Unauthorized entry to or use of College facilities;
8. Violation of College policies or of campus regulations including those of student organizations, use of College facilities, or the time, place, and manner of public expression;
9. Use, possession, or distribution of legally controlled drugs such as alcohol, narcotics, marijuana or cocaine, except as expressly permitted by law;
10. Use, possession, or sale of any firearm, knife, explosive, or other object that could be classified as a weapon (unless the student has specific authorization from a college official);
11. Failure to comply with directions of College officials acting in the performance of their duties;
12. Gambling on College property;
13. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any fellow student or person;
14. Disorderly conduct or lewd, indecent, or obscene behavior;
15. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

B. Investigation of Student Conduct

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

C. Applicable Penalties

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

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

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

D. Administration of Discipline

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

1. The classroom instructor

- a. May act when minor infractions disturb normal classroom procedure.
- b. May suspend, for good cause (See V. A., 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 Student Services.

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 Vice President for Student Services at (831) 646-4190. 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 (such as calculation or entry error), 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, except in instances where the student contends that he/she has been subject to an act

of intimidation, harassment, or physical aggression by the person directly involved in the grievance. In those cases, the student may proceed to step b (conferring with the direct supervisor of the person directly involved with 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 2002 to Spring 2005 and annually thereafter.

- Based on the cohort of first-time, full-time freshmen with a declared program of study, 38.3% attained a certificate or degree or became "transfer prepared" during a three-year period, from Fall 2002 to Spring 2005. 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, 17.2% 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 2003 to Spring 2005.

Spanish Information

Objetivo

El objetivo de Monterey Peninsula College consiste en ofrecer cursos, programas y servicios educativos estimulantes y de buena calidad a nuestra comunidad diversa. Al reconocer el valor y potencial de toda persona, Monterey Peninsula College se dedica a ofrecer igualdad de acceso y apoyo adecuado a toda persona interesada de la comunidad.

Monterey Peninsula College ofrece los siguientes programas y servicios:

- Cursos en conocimientos básicos que le permiten a los alumnos con diversas necesidades educativas triunfar en el nivel de estudios superiores.
- Servicios a los alumnos, tales como orientación, clases particulares, destrezas en el estudio y cursos de desarrollo personal, lo cual permite a los alumnos encaminarse hacia sus metas, perseverar en ellas y terminarlas.
- Amplias ofertas que permiten a los alumnos investigar sus posibles intereses y capacidades y crear hábitos de investigación, análisis y evaluación crítica.
- Programas de títulos de asociado para alumnos que cumplen con los Requisitos Educativos Generales y los requisitos de una especialización.
- Programas de transferencia, equivalentes en contenido y rigor a programas de niveles más bajos de colleges y universidades de cuatro años, para los alumnos que desean conseguir un título de Bachillerato.
- Programas ocupacionales y técnicos con una perspectiva global que preparan a los alumnos para los cambios constantes del lugar de trabajo.
- Una diversidad de oportunidades de aprendizaje durante toda la vida.
- Ofertas culturales -espectáculos musicales, obras de teatro, exhibiciones de arte, lectores y catedráticos- para el beneficio de la comunidad en general.

Para lograr mejor sus objetivos, Monterey Peninsula College promete:

- o Un entorno orientado hacia el alumno en el cual se aprecia la diversidad de los alumnos, empleados, profesores, directores y cursos que se ofrecen.
- o Crear y enseñar un plan de estudios innovador.
- o Recursos de aprendizaje y servicios de apoyo académico para garantizar los resultados fructuosos de los alumnos.
- o Evaluarse la institución misma a fin de mejorar y actualizar eficazmente los programas y servicios.
- o Compartir la dirección, con la participación activa de alumnos, empleados, profesores y directivos.
- o Un entorno de trabajo en el cual se aprecian las contribuciones de todos los empleados.
- o Asociaciones con empresas, escuelas, colleges y universidades de la comunidad.

Monterey Peninsula College se dedica a ayudar a los miembros de la comunidad investigar su potencial, mejorar las destrezas y profundizar el entendimiento de la persona así como también de la sociedad en general.

Programas de instrucción

Uno de los objetivos principales de Monterey Peninsula College consiste en ofrecer sus servicios y recursos a la comunidad con el fin de responder a los intereses educativos, culturales y de recreo de la comunidad. Entre los servicios de instrucción figuran programas de instrucción diurnos, vespertinos y de fines de semana que se ofrecen en el recinto principal de Monterey Peninsula College y en instalaciones fuera del recinto.

Para lograr dicho objetivo, Monterey Peninsula College ofrece los siguientes tipos de programas:

Ocupacionales: El programa de educación ocupacional ofrece a los alumnos planes de estudios básicos, técnicos y profesionales para que aprendan destrezas y conocimientos necesarios para el trabajo, avanzar en dicho trabajo y obtener certificados o el título de asociado.

De transferencia: El programa de transferencia permite a los alumnos cursar los primeros dos años a fin de prepararse para pasar a una institución que ofrece el título de bachiller. Los cursos de MPC igualan a los que se ofrecen a los alumnos de los años primero y segundo de la Universidad de California, de la Universidad Estatal de California y de colleges y universidades particulares.

Capacitación: Se ofrece un programa de conocimientos básicos a alumnos que necesitan mejorar su nivel de rendimiento en inglés, lectura, destrezas de estudio, matemáticas, análisis crítico y demás destrezas fundamentales necesarias para cursar satisfactoriamente estudios en un college. Se ofrece un programa de Inglés como Segundo Idioma a alumnos cuyo idioma natal no es el inglés. Se ofrecen centros de apoyo para mejorar conocimientos lingüísticos y matemáticos en una amplia variedad de niveles.

Para aumentar el acceso al College, Monterey Peninsula College ofrece muchos cursos en la comunidad, así como también en el recinto principal. Se ofrecen numerosos cursos por medio del programa de Adultos Mayores en centros para ciudadanos de la tercera edad y en demás lugares fácilmente accesibles. MPC ofrece también cursos en las escuelas secundarias de la comunidad.

Además, Monterey Peninsula College ofrece educación a distancia por medio de sus cursos Serie de Sala (Living Room Series) y de su creciente número de cursos electrónicos. Entre los cursos de la Serie de Sala figuran numerosos cursos en los cuales se utilizan cintas de video y demás materiales, y sesiones de orientación en el recinto. Para algunos de los cursos electrónicos se exige asistir a sesiones de orientación en el recinto. Por último, Monterey Peninsula College ofrece una amplia variedad de cursos por medio de educadores contratados, con lo cual se ofrecen oportunidades educativas conjuntamente con numerosos organismos y empresas de la comunidad.

Recinto libre de drogas

Uno de los Reglamentos Generales del Distrito de Monterey Peninsula College consiste en mantener un lugar de trabajo libre de la fabricación, distribución, oferta, posesión o consumo ilegal de sustancias controladas indicadas en los Artículos I a V del Artículo 202 de la Ley de Sustancias Controladas (21 Artículo 812 del Código de Estados Unidos) y tablas modificadas publicadas en el Código de Reglamentos Federales, Parte 1308 del Título 21, Alimentos y Fármacos (bebidas alcohólicas, etc.).

Para obtener información adicional sobre dicho Reglamento, llame a Carsbia Anderson, vicepresidenta de Servicios al Alumno, al (831) 646-4190.

Reglamentos generales sobre el acoso sexual

El Distrito de Monterey Peninsula College se compromete con todas las disposiciones del Título VII de la Ley de Derechos Civiles de 1964, Título IX de las Enmiendas de Educación de 1972 y demás derechos humanos y leyes sobre la igualdad de oportunidades. El Distrito de Monterey Peninsula College tiene como reglamento ofrecer un entorno educacional, laboral y comercial libre de propuestas sexuales no deseadas, solicitudes de favores sexuales y demás conductas o comunicaciones verbales o físicas que constituyan acoso sexual, tal como se define y además se prohíbe mediante las leyes estatales y federales.

Si usted piensa que ha sido víctima de acoso sexual, comunique de inmediato la conducta a su supervisor, gerente, administrador o el decano adjunto del departamento de Recursos Humanos (el "oficial encargado" de quejas de acoso sexual). Si le avisa a cualquier otra persona que no sea el oficial encargado, esa persona comunicará de inmediato su queja al oficial encargado.

En la biblioteca, en las oficinas de las facultades y en las demás oficinas en las cuales se ofrecen servicios a los alumnos y empleados existen copias de los Reglamentos Generales y Procedimientos del Distrito para Prevenir el Acoso Sexual del Distrito. Para obtener información adicional sobre dichos reglamentos y los procedimientos para denunciar incidentes de acoso sexual, póngase en contacto con Barbara Lee, decana adjunta del Departamento de Recursos Humanos, al (831) 646-4014 o en el edificio de Administración.

Reglamentos generales sobre el fumar

Con el interés de proteger la salud de los alumnos, empleados y visitas del plantel, se prohíbe fumar dentro de veinte pies de entradas y salidas principales, y ventanas utilizables de cualquier instalación de MPC. Además, no se permite consumir tabaco -fumado o mascado- salvo en los estacionamientos. No se permite fumar en el Estacionamiento Inferior A durante el horario del Mercado de Agricultores, en el estacionamiento de los empleados del Centro Internacional, en el estacionamiento J, ni en la vía de acceso del Departamento de Humanidades y Administración de Empresas. No se permite fumar en los vehículos que son propiedad del College..

Los alumnos, el personal y las visitas que no cumplan con los

reglamentos de fumar serán sujetos a procedimientos disciplinarios tal como se detallan en los artículos apropiados de los Reglamentos Generales de la Junta Directiva.

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 1964, 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, 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.

Alumnos minusválidos

El College hará toda modificación o ajuste académico razonable para cerciorarse de que todo alumno minusválido goce de igualdad de oportunidades para participar en los cursos, programas y actividades del College, incluso en actividades extracurriculares. Los alumnos minusválidos que soliciten modificaciones académicas, asistentes o servicios auxiliares, deberán llamar al Departamento de Servicios de Apoyo e Instrucción al (831) 646-4070.

La participación de alumnos minusválidos en Servicios de Apoyo e Instrucción es voluntaria. Todo alumno que escoja no participar en el programa podrá elegir un medio sustituto para recibir servicios de apoyo llamando a la oficina de la vicepresidenta de Servicios al Alumno, Carsbia Anderson, al (831) 646-4190.

Ingreso

Requisitos de ingreso

Toda persona mayor de dieciocho años de edad que pueda beneficiarse de la instrucción o que cuente con un diploma de secundaria o un certificado de competencia, reúne los requisitos para asistir a Monterey Peninsula College. A los alumnos que no dispongan de un diploma de secundaria, un Diploma de Equivalencia de Secundaria (GED) o no aprueben el Examen de Competencia de Secundaria, se les podrá exigir que tomen un examen administrado independientemente para que demuestren su capacidad de beneficiarse de la instrucción que ofrece MPC.

Monterey Peninsula College aceptará a los alumnos que puedan beneficiarse de la instrucción que se ofrece. Además, el College aceptará a:

- Alumnos internacionales que dispongan de una visa de estudiante F-1 o M-1 y una puntuación mínima aceptable de 450 en el examen TOEFL, constancias de recursos económicos mientras cursen sus estudios, y la aprobación de la persona designada de Programas Para Alumnos Internacionales.
- Alumnos refugiados que disponen del formulario I-181 de la Dirección de Inmigración y Naturalización, constancia de asilo político o categoría de refugiado.
- Conforme a la ley (AB540), aprobada por la legislatura del 2001, a los alumnos indocumentados se les aceptará como no residentes, a menos que reúnan los requisitos para beneficiarse de la Exención del Pago de Derechos de Matrícula para no Residentes de California.

Ingreso especial de alumnos del Kindergarten al grado doce

Se podrá aceptar como alumno especial de tiempo parcial a todo alumno que se encuentre matriculado en cualquiera de los grados de kindergarten al grado doce, quien se deberá matricular en cursos de college aceptables para el título de asociado. El alumno también deberá contar con la recomendación del director de la escuela y el permiso de sus padres. Además, todo alumno de Kindergarten al octavo grado debe contar con la aprobación del decano de Servicios al Alumno. Cada semestre o sesión de matrícula, los alumnos de los grados Kindergarten al doce deben llenar una Solicitud de Ingreso y contar con un formulario de Matrículas Simultáneas aprobado.

Basándose en la edad del alumno, la conclusión de un nivel escolar especial o la comprobación del cumplimiento de requisitos para que el alumno reciba instrucción, el College podrá restringir el ingreso o matrícula en cualquier curso o programa mediante métodos y procedimientos de evaluación aprobados.

Proceso de ingreso

Todo alumno nuevo, antiguo o que se encuentre matriculado en los grados del Kindergarten al grado doce, debe llenar una solicitud de ingreso antes de matricularse. Como parte del proceso de ingreso para ayudar al estado de California a evaluar los programas de college y previsión social de la comunidad, se pide el número de seguro social. A los alumnos que solicitan asistencia financiera se les exige su número de seguro social. A todos los alumnos se les asigna un número de identificación que será utilizado para realizar todas las actividades de MPC. En Monterey Peninsula College no se seguirá utilizando el número de seguro social como número del alumno.

Las solicitudes de ingreso se ofrecen con el horario de clases, en el apartado electrónico de MPC y en la Oficina de Ingresos y Registros.

El programa STEP (consulte la página ___) ayuda a los alumnos nuevos a fijar sus metas educacionales y a utilizar los recursos del College. Dar los cinco pasos (solicitud, evaluación, orientación, consejería y matrícula) acelerará el proceso de la matrícula y aumentará notablemente las probabilidades de lograr buenos resultados en el plano académico. Para obtener información adicional sobre servicios para los alumnos nuevos, consulte nuestro apartado electrónico en www.mpc.edu.

Clasificaciones de los alumnos

Alumno nuevo: Alumno que nunca se ha matriculado en ningún college o únicamente ha asistido del Kindergarten al grado doce.

Alumno nuevo transferido: Alumno que ha asistido a otro college aparte de Monterey Peninsula College.

Alumno antiguo: Alumno que el semestre anterior se matriculó en Monterey Peninsula College (salvo en la sesión de verano).

Alumno que regresa: Un alumno que ha asistido a Monterey Peninsula College, pero no se matriculó durante el semestre anterior (salvo en la sesión de verano).

Alumno no residente: Alumno que no cumple con los requisitos educacionales de residencia en California y debe pagar los derechos de matrícula que se cobran a los no residentes.

Alumno internacional: Alumno de otro país que ha solicitado ingreso en Monterey Peninsula College y ha sido aceptado con una visa F-1 o M-1 (de estudiante) por la Oficina de Programas de Estudiantes Internacionales.

Residencia

RESIDENTES DE CALIFORNIA

La presente información se aplica a ciudadanos de EE.UU. y a alumnos con visas de residencia. Se les podrá pedir que presenten documentos para comprobar su residencia en California.

A los alumnos de diecinueve años de edad o mayores que han residido en California durante un mínimo de una año y un día antes de comenzar el semestre o la sesión, y han "manifestado su intención" de residir en California un año y un día antes de comenzar el semestre o la sesión se les clasificará como alumnos residentes para efectos de educación. "Manifestar su intención" significa disponer de los documentos justificantes que indican la intención de hacer de California el estado donde uno reside legalmente, para lo cual se suele llenar el formulario de declaración de impuestos estatal como residente, votar como residente y no poseer documentos que contradigan la residencia de California (p. ej., licencia de conducir de otro estado, votar en ausencia en otro estado o interponer una demanda de divorcio en otro estado).

Si un alumno es menor de diecinueve años de edad y sus padres o tutores cumplen con las condiciones antes mencionadas, dicho alumno reunirá los requisitos como residente de California.

La categoría de no residente no cambia automáticamente.

Los alumnos clasificados anteriormente como no residentes deben llenar un formulario de Solicitud para Ser Clasificado Como Residente de California si ahora piden la categoría de Residente de California. Dicho formulario, conjuntamente con los documentos exigidos, se debe entregar a la Oficina de Ingresos y Registros antes de matricularse.

Una vez que llenen el formulario correspondiente, los dependientes de empleados activos del Ejército de EE.UU. asignados a California podrán quedar exentos de pagar los derechos de matrícula que se cobran a los no residentes. El formulario se debe llenar cada semestre o sesión hasta que el dependiente declare su residencia en California. Para obtener una copia del formulario, consulte el horario de clases o el apartado electrónico de MPC.

NO RESIDENTES:

Los alumnos que no cumplen con el requisito de residencia de California, tales como estudiantes internacionales y alumnos que disponen de visas que les impide establecer residencia en California, serán clasificados como "no residentes" y quedarán sujetos a los derechos de matrícula que se cobran a los no residentes.

La ley aplicable a la determinación de residencia para efectos de la matrícula se encuentra en el Código de Educación de California y en el Título 5 del Código de Reglamentos de California. En la oficina del Decano de Servicios al Alumno existe una copia de dichas leyes y reglamentos que el público puede leer.

Ingreso de alumnos internacionales

Hasta la fecha, Monterey Peninsula College ha recibido a 200 alumnos de 54 países. La Oficina del Programa de Estudiantes Internacionales ofrece apoyo y servicios exhaustivos para ayudar a todos los alumnos (consulte la sección Programas de Alumnos Internacionales). Conforme a las leyes federales, para ser considerado para ser admitido, se exigen los siguientes documentos.

1. Solicitud por escrito, la cual se puede descargar del apartado electrónico de MPC, [http://www.mpc.edu/International Student Programs](http://www.mpc.edu/InternationalStudentPrograms);
2. Copias oficiales de todos los expedientes académicos en los cuales se indican las asignaturas que el alumno ha tomado y las notas que ha recibido.
3. Formulario de certificación financiera (disponible en el apartado electrónico antes mencionado) y estados de cuentas bancarias del alumno o de su patrocinador.
4. Constancia de competencia en el idioma inglés (normalmente se cumple con este requisito con la puntuación del examen TOEFL tal como se describe anteriormente), o estar dispuesto a asistir a un curso intensivo de inglés como segundo idioma - ESL). La puntuación mínima del examen TOEFL es de 460 si el examen se toma en papel ordinario, 140 si se toma por computadora, o 48 si se toma por Internet, (iBT).

Ingreso condicional: Los alumnos que no se han presentado al TOEFL, o cuya puntuación en el examen en papel ordinario ha sido de 460 o menos, 140 por computadora o 48 por Internet, podrán reunir los requisitos para que se les acepte en forma condicional. Eso significa que los solicitantes que cumplen con los requisitos académicos y financieros de ingreso de MPC serán aceptados con la condición de que comiencen un curso intensivo de inglés en el programa de ESL del Monterey Institute of International Studies (MIIS): <http://language.mis.edu/se>. Tras terminar el curso de ESL en MIIS y recibir una buena recomendación del director de dicho programa, además de la puntuación mínima correspondiente en el TOEFL, a los solicitantes se les podrá aceptar para que estudien a tiempo completo en Monterey Peninsula College.

Presupuesto: El costo de la enseñanza de MPC es de un mínimo de \$4,400 anuales para los alumnos de tiempo completo; aproximadamente \$8,600 por alojamiento y comida; \$1,000 por libros y útiles escolares, y \$1,050 de seguro médico, la suma de lo cual asciende a \$15,000 aproximadamente.

Al matricularse, los alumnos internacionales deben comprar el seguro médico del College. No se les ofrece asistencia financiera.

Información adicional: Los solicitantes pueden comunicarse con la Oficina de Programas de Alumnos Internacionales por medio del apartado electrónico de MPC: <http://www.mpc.edu>, o bien, escribir directamente a la siguiente dirección electrónica: international_center@mpc.edu. Por fax, pueden llamar al (831)645-1390, o por teléfono, al (831) 645-1357. Se reciben todas las preguntas y se ofrecen respuestas inmediatamente.

Programas con requisitos de ingreso especiales

El ser aceptado en Monterey Peninsula College o cumplir con los requisitos previos de algún programa no garantiza el ser aceptado en ciertos programas. Los siguientes programas cuentan con procedimientos de solicitud y selección apartes que se deben seguir independientemente del ingreso ordinario. Para obtener información adicional, por favor comuníquese con el departamento correspondiente o con la Oficina de Orientación de MPC.

Enfermería: (831) 646-4258

Academia de Policía: (831) 646-4287

Preparación para el college: (831) 646-4246

Matrícula

Reglamento general sobre la matrícula

El Distrito tiene como reglamento que, a menos que lo exente específicamente la ley, todo curso, sección de curso o clase, de los cuales la asistencia de los alumnos habrá de notificarse para efectos de ayuda estatal donde sean ofrecidos y mantenidos por el Distrito, podrá matricularse y participar toda persona que haya sido aceptada en el College y cumpla con los requisitos previos que se dispongan conforme al Título 5 del Código de Reglamentos de California. Además el Distrito tiene como reglamento adicional, conforme al Título 5, que en caso de que la salud, seguridad, los requisitos legales o las instalaciones constituyan un factor limitante en la enseñanza de un curso o programa, se establecerán requisitos y procedimientos justos y equitativos que cumplan con dicha limitación.

Los reglamentos generales del Distrito prohíben que los alumnos asistan como oyentes a los cursos. Dichos alumnos deberán matricularse en cada curso, y no habrán de coincidir los horarios de las clases. Los alumnos pueden matricularse únicamente en un curso por periodo programado. Los alumnos no deberán matricularse en más de una clase que tenga el mismo número de curso que se reúna en horas, lugares o días distintos en un dado semestre o sesión.

Horario de clases

Para cada semestre o sesión, el College prepara un horario de clases que se distribuye en el periódico de la comunidad y se ofrece en la Oficina de Ingresos y Registros, el Centro de Información, el apartado electrónico de MPC y las bibliotecas

y librerías de la comunidad. Se indican las fechas de matrícula exactas y se detallan los procedimientos de matrícula, los cursos que se ofrecen, los derechos de matrícula y demás información.

Para matricularse en los cursos

El alumno es responsable de cerciorarse de matricularse oficialmente en los cursos correctos. Se ofrece un recibo como comprobante de matrícula.

Procedimientos de matrícula

Monterey Peninsula College ofrece tres métodos para matricularse: por correo, en persona y por Internet. Todo alumno debe pagar todas sus deudas anteriores antes de matricularse. No es posible matricularse por correo para la sesión de verano ni para los cursos del comienzo de la primavera.

Cambio de programa

Adición: En general, un cambio para el cual se necesita agregar un curso al horario inicial de clases de un alumno se considera como adición. Las fechas exactas durante las cuales el alumno puede cambiar de programa se pueden ofrecer en el apartado electrónico del College, y también se publican en el horario de clases que se imprime para cada semestre y sesión. A partir de la cuarta semana de los cursos de un semestre de duración y la segunda semana de la sesión de verano, en el caso de cursos que ya han comenzado, el alumno debe pedir al Consejo Académico autorización para matricularse después de las fechas tope anunciadas. Para averiguar las fechas exactas, consulte el horario de clases o consulte el apartado electrónico.

Abandono: El alumno tiene la responsabilidad de retirarse oficialmente de los cursos. Puede retirarse de los cursos de un semestre de duración hasta el último día de la cuarta semana de instrucción o al 60% de una clase, lo que sea menos. Para retirarse oficialmente de un curso dentro del plazo especificado, el alumno elegible puede entrar en la página electrónica (www.mpc.edu) y utilizar WebReg, puede enviar por correo un formulario para agregar o abandonar cursos, o bien, enviar a la Oficina de Ingresos y Registros una carta en la cual indique los cursos que habrá de abandonar.

Repetición de cursos

El alumno podrá repetir un curso únicamente si cumple con las siguientes condiciones:

1. La nota de evaluación anterior del alumno fue una D, F o NC; o bien, el alumno se retiró del curso y recibió una W.
2. Se indica en el catálogo del College que el curso se puede repetir y el número de veces que se puede repetir.
3. El alumno recibe del Consejo Académico permiso previo por escrito si puede demostrar que debe repetir el curso para avanzar con el fin de obtener trabajo, graduarse, recibir un certificado o transferirse a otro college, y ha transcurrido un tiempo significativo desde que terminó el curso. El permiso por escrito se presenta ante el Decano de Servicios al Alumno.

Número de horas de clases y de estudio

Para cumplir con los requisitos del título de asociado dentro de los dos años, el alumno debe concluir un promedio de quince unidades por semestre o treinta unidades por año, incluso la sesión de verano. Todos los cursos deberán ser aplicables a dicho título. El alumno de tiempo completo debe llevar un mínimo de doce unidades por semestre. No se le permite al alumno matricularse en más de dieciocho unidades en un semestre ordinario; y para la sesión de verano, en más de dos cursos, más uno de actividad física. Para agregar unidades, los alumnos capaces de matricularse en un número mayor de horas de clase podrán recibir la autorización del consejera. El exceso de unidades se puede tramitar por medio de la Oficina de Ingresos y Registros o por WebReg durante los periodos de matrícula anunciados.

Para reunir los requisitos de elegibilidad, se debe cumplir con los siguientes mínimos de horas de estudio para un semestre de duración completa.

1. Deportes: 12 unidades (consulte con el Departamento de Educación Física para averiguar el mínimo asignado a los semestres subsiguientes).
2. Beneficios de excombatientes de guerra: 12 unidades por pago íntegro de beneficios, 9 unidades por 3/4 partes del pago, y 6 unidades por 1/2 pago.
3. Alumnos internacionales: (únicamente para los que tienen la visa F-1) 12 unidades
4. Asistencia financiera: por lo menos 6 unidades (conforme al préstamo, la subvención o beca correspondiente).

Salvo para efectos de asistencia financiera, en una sesión de ocho semanas, seis unidades se podrán considerar como tiempo completo, y tres, como medio tiempo. En una sesión de seis semanas, cuatro unidades se podrán considerar como tiempo completo, y dos, como medio tiempo. No existen requisitos mínimos para matricularse en el College. Los requisitos anteriores existen únicamente a fin de reunir requisitos para recibir beneficios que requieren un mínimo de horas de estudio.

Matriculación

Matriculación es un contrato entre el College y el alumno cuyo objetivo consiste en definir y concretar las metas educacionales del alumno. Dicho contrato abarca responsabilidades tanto para el College como para el alumno propiamente dicho, y redundan en la creación de un Plan Educacional Individual.

Las responsabilidades del College consisten en:

1. Ofrecer un proceso de ingresos y registros que le permita al College compilar información exigida por el estado que se utilizará de base para ofrecer servicios a los alumnos.
2. Ofrecer un proceso de evaluación mediante la utilización de múltiples medidas para determinar la preparación académica en inglés, lectura y matemáticas. Los resultados de dicha evaluación serán utilizados por el College para ayudar a los alum-

nos a seleccionar cursos académicos. Se ofrecen evaluaciones en diversas disciplinas de estudios, destrezas de aprendizaje e intereses vocacionales.

3. Ofrecer un proceso de orientación diseñado para familiarizar a los alumnos con programas y servicios, instalaciones y terrenos, expectativas académicas, normas generales y procedimientos del College.
4. Ofrecer servicios de orientación para ayudar a los alumnos a seleccionar cursos, crear planes educacionales adaptados al alumno, y utilizar los servicios de apoyo del recinto. Se ofrecerán servicios adicionales de asesoramiento y orientación a los alumnos que no han declarado sus metas educacionales, se encuentran matriculados en cursos de conocimientos básico, en periodo de prueba o despido académicos, o se les ha identificado como alumnos vulnerables.
5. Establecer un proceso para vigilar el progreso de los alumnos y la asistencia necesaria para que cumplan con sus metas educacionales.

Las responsabilidades del alumno consisten en:

1. Presentar expedientes académicos oficiales de todas las escuelas secundarias y los colleges a los cuales ha asistido.
2. Obtener y leer el catálogo del College, el horario de clases, los volantes y demás materiales que se ofrecen al alumno y en los cuales se detallan las normas generales y procedimientos de dicho centro.
3. Indicar un mínimo de un objetivo educacional general al ingresar.
4. Declarar un objetivo educacional específico después de cursar un mínimo de quince unidades.
5. Participar en la evaluación, orientación, servicios de orientación o asesoramiento y demás servicios de apoyo complementarios que el College estima necesarios para que el alumno alcance los objetivos educacionales que declara.
6. Asistir a todas las clases y terminar todo el trabajo de sus cursos.
7. Terminar los cursos y seguir avanzando hacia los objetivos educacionales que ha declarado.

Existen cinco pasos importantes (PROGRAMA STEP) que se deben seguir antes de comenzar un curso en Monterey Peninsula College:

- Solicitud
- Evaluación
- Introducción
- Orientación
- Matrícula

El concluir dichos pasos agilizará el proceso de la matrícula y aumentará notablemente las oportunidades de lograr resultados fructuosos en el plano académico. El College aconseja a

todos los alumnos NUEVOS participar en el programa STEP; sin embargo, es posible que algunos alumnos queden exentos de diversos pasos del programa.

Normas generales sobre la exención de la matriculación

Se podrá exentar al alumno de la evaluación, introducción, orientación o asesoramiento si cumple con uno de los criterios de exención que figuran a continuación para cada componente. Sin embargo, al alumno no se le podrá exentar de los componentes de ingreso o complementarios. El alumno que no cumpla con los criterios de exención de matriculación aprobados pero opte por quedar exento total o parcialmente de los componentes de matriculación, podrá hacerlo llenando un formulario de renuncia que se ofrece en el Departamento de Orientación.

Exenciones

Evaluación:

- a. Recibió créditos de inglés al presentar el examen CLEP (en el percentil 50) o por su asignación a un curso avanzado (puntuación de 3 o superior).
- b. Recibió créditos de matemáticas al presentar el examen CLEP (en el percentil 35) o fue asignado a un curso avanzado - AB o BC (puntuación de 3 o superior).
- c. Recibió una "C" o una nota mejor en un curso de inglés como requisito previo para ingresar en un college.
- d. Recibió una "C" o una nota mejor en un curso de matemáticas como requisito previo en los últimos dos años.
- e. Obtuvo un título de bachillerato o superior en una institución reconocida.
- f. Toma cursos por interés personal para los cuales no se exigen cursos de inglés o matemáticas como requisito previo.
- g. Toma cursos para avanzar en su trabajo o carrera actual (para actualizar sus conocimientos sobre su empleo) para los cuales no se exigen cursos de inglés o matemáticas como requisito previo.
- h. Toma cursos, para conservar un certificado o licencia, para los cuales no se exigen cursos de inglés o matemáticas como requisito previo.

Introducción (sesión para planear la matrícula):

- a. Obtuvo un título de asociado o superior.
- b. Asistió a una sesión de introducción en otro college.
- c. Es alumno de uno de los grados de Kindergarten al grado doce, y no se habrá de matricular.
- d. Se encuentra matriculado simultáneamente en otro college o universidad y recibe servicios de matriculación en ese centro o universidad.

- e. Toma cursos por interés propio.
- f. Toma cursos para avanzar en su puesto o carrera actual (para actualizar sus conocimientos sobre su empleo).
- g. Toma cursos para conservar un certificado o licencia.

Orientación o asesoramiento (plan educacional):

- a. Obtuvo un título de asociado o superior y no tiene planes de obtener otro título.
- b. Es alumno de uno de los grados de Kindergarten al grado doce, y no se habrá de matricular.
- c. Se encuentra matriculado simultáneamente en otro college o universidad y recibe servicios de matriculación en ese centro o universidad.
- d. Toma cursos por interés propio.
- e. Toma cursos para avanzar en su puesto o carrera actual (para actualizar sus conocimientos sobre su empleo).
- f. Toma cursos para conservar un certificado o licencia.

Programa STEP

PASO UNO - Solicitud: Presente la solicitud de ingreso y pida que se envíen por correo los expedientes académicos a la Oficina de Ingresos y Registros.

PASO DOS - Evaluación: Concierte una cita para que le evalúen sus aptitudes en inglés y matemáticas. Los resultados de la evaluación indican el nivel de conocimientos del alumno en inglés y matemáticas. Las sesiones de evaluación se ofrecen varias veces durante el año y se tardan unas tres horas en presentarlo. Las fechas y horas de dichas sesiones se publican en el horario de clases. También se pueden ver en www.mpc.edu. Si al alumno se le exenta de la evaluación de aptitudes debido a resultados de sus exámenes o por haber tomado los cursos que se exigen como requisito previo, deberá entregar al Centro de Exámenes los informes de puntuación o expedientes académicos. Para obtener información adicional, llame al especialista en evaluaciones al (831) 646-4027.

Los alumnos minusválidos que necesitan modificaciones especiales para ser evaluados en inglés o matemáticas deberán llamar al Departamento de Servicios de Apoyo para concertar arreglos: teléfono (831) 646-4070. Los usuarios de dispositivos de telecomunicaciones para sordos deberán llamar al (831) 646-4068.

El examen de asignación a cursos de inglés (English Placement Test - EPT) ha sido diseñado para alumnos cuyo idioma natal es el inglés. Los alumnos para quienes el inglés es un segundo idioma deberán presentar el examen de asignación a ESL (ESLPT) para que se le ofrezca el asesoramiento exacto. El examen ESLPT se ofrece todo el año y los alumnos tardan unas dos horas en presentarlo. Las fechas y horas de los exámenes se publican en el horario de clases y en el apartado electrónico de MPC (www.mpc.edu), en la sección Estudiantes Nuevos.

PASO TRES - Introducción: Asista a una de las sesiones de introducción para recibir información sobre los programas educacionales, reglamentos generales y procedimientos del College, o bien, preparar su introducción en nuestro apartado electrónico: <http://www.mpcfaculty.net/counseling/orientation>.

Los nuevos alumnos transferidos que sigan su introducción en otro college deberán presentar un formulario de Verificación de Introducción ante el Departamento de Orientación. Dicho formulario se ofrece en dicho Departamento, en nuestro apartado electrónico: <http://www.mpc.edu/orientation>, o en la página inicial de Alumnos Nuevos Transferidos. Si no realizó su introducción en otro college, llame al Departamento de Orientación al (831) 646-4020 para concertar una cita con el coordinador ayudante de matriculación, a fin de participar en una sesión de introducción o recibir una copia del Manual y Prueba de Introducción, o bien, prepare su introducción en nuestro apartado electrónico <http://www.mpcfaculty.net/counseling/orientation>.

PASO CUATRO - Orientación o asesoramiento (plan de educación): Los nuevos alumnos que han sido evaluados en inglés y matemáticas y han terminado su evaluación e introducción pueden concertar una cita con un consejero a fin de preparar su plan de educación individual. El alumno también puede recibir asesoramiento por medio de nuestro apartado electrónico: (<http://www.mpcfaculty.net/counseling/advisement>).

Todo alumno que recibe beneficios de excombatiente de guerra o asistencia financiera debe reunirse con un consejero para preparar su plan de educación individual.

PASO CINCO - Matrícula: Al terminar el alumno su evaluación, introducción y orientación o asesoramiento, el Departamento de Orientación emitirá el formulario de Autorización de Matrícula. Entregue dicho formulario a la Oficina de Ingresos y Registros para que le permitan matricularse.

Quejas Relacionadas Con La Matrícula

Si se piensa que el procedimiento de evaluación, introducción, orientación o cualquier otro procedimiento de matrícula se ha realizado en forma discriminatoria, el alumno puede presentar una queja por escrito. Para obtener información adicional sobre los procedimientos de presentación de quejas, llame al decano de Servicios al Alumno al (831) 645-1372.

Derechos de matrícula

Los derechos de matrícula y el costo de la enseñanza se venen y son pagaderos en el momento de matricularse. Se puede utilizar dinero en efectivo, cheques, giros postales, Visa o Mastercard. Todos los derechos de matrículas y costos de enseñanza están sujetos a modificaciones.

Gastos

Derechos de matrícula del College de la comunidad: A los alumnos se les exige pagar un derecho de matrícula de \$20.00 por unidad. No se cobra el derecho de matrícula al alumno que se beneficia del Programa de Asistencia Temporal para Familias Necesitadas, de Ingresos de Previsión Social

Complementarios o del Programa Estatal Complementario, o bien, del Programa de Asistencia General. El Departamento de Servicios Financieros Para el Alumno se encarga de determinar la elegibilidad del alumno antes de que éste se matricule.

Costo de la enseñanza para alumnos noresidentes: Al matricularse, los alumnos clasificados como noresidentes también deberán pagar el costo de enseñanza que se cobra a los no residentes. Dicho costo para los alumnos del año académico 2007-2008 es de \$173.00 por unidad, además de los derechos de matrícula.

Costo por la utilización del Centro Estudiantil: A todos los alumnos que toman un mínimo de un curso en el recinto principal (salvo los cursos de la Serie Sala, cursos electrónicos y los que se imparten únicamente los fines de semana) se les exige pagar el cargo de \$10.00 por semestre ordinario, o \$5.00 por sesión de verano. Dicho cargo ayuda a reintegrar un préstamo del gobierno que se obtuvo para construir y conservar el Centro Estudiantil.

Cargo por atención de la salud: El cargo de atención de la salud de \$15.00 por semestre o \$12.00 por sesión de verano se exige a todos los alumnos. Se podrá exentar del cargo, antes de matricularse, a los alumnos cuyo método de curación es orar (lo cual debe ser verificado por escrito por la enfermera del College).

Permisos de estacionamiento: Se ofrece un permiso de estacionamiento por vehículo a \$40.00 por semestre (\$20 por semestre para los alumnos que reúnen los requisitos para la exención del cargo de BOG) a los alumnos matriculados en más de 6.0 unidades, y \$20.00 a los alumnos matriculados en 6.0 o menos unidades. Pare el verano, el permiso cuesta \$20.00. Los vehículos sin permiso de estacionamiento deben exhibir una boleta de estacionamiento diario, la cual cuesta \$1.00 por día. Por \$70.00 se ofrece un permiso anual descontado para el otoño, la primavera y el verano, y por \$35.00, a los alumnos que toman 6.0 unidades o menos.

Cargo al alumnado: Los alumnos pueden comprar una tarjeta de estudiante al matricularse. La identificación con fotografía, la cual cuesta \$5.00, ayuda al autogobierno estudiantil y da al alumno derecho de recibir descuentos ofrecidos por comerciantes de la comunidad, préstamos a corto plazo en casos de urgencia de ASMPC, entradas gratis o descontadas a todos los acontecimientos deportivos, bailes y demás actividades culturales, sociales o académicas patrocinadas por Monterey Peninsula College. El pago de este cargo es opcional.

Libros de texto: Los libros de texto son esenciales, y aunque los precios varían, la mayoría de los libros de texto cuestan aproximadamente \$75.00. Los de las clases de contabilidad, cálculo, enfermería o dibujo pueden costar \$100.00 o más.

Cargo por expedientes académicos. : Previa solicitud por escrito del alumno, la Oficina de Ingresos y Registros envía por correo los expedientes académicos. En circunstancias de envío por correo normales, las dos primeras copias del expediente académico que el alumno solicita durante su vida se ofrecen gratuitamente. La tramitación del expediente académico puede tardar hasta dos semanas. Después de las dos primeras copias se cobra \$4.00 por cada expediente. Se

cobran \$10.00 por copia por los expedientes que se tramitan el mismo día. Los expedientes académicos no se pueden emitir si el alumno tiene pendiente alguna deuda u obligación con el Distrito. Las normas generales del College prohíben enviar por telefacsimil o correo electrónico los expedientes académicos. MPC no enviará los expedientes académicos de la escuela secundaria o de otro college. Los expedientes académicos no oficiales de los alumnos que asistieron a MPC desde 1995 se ofrecen en nuestro apartado electrónico: www.mpc.edu. Seleccione la opción Registration, y luego, Unofficial Transcript.

Cargo por materiales de instrucción: Monterey Peninsula College podrá exigir a los alumnos que se matriculen en ciertos cursos pagar cobros por materiales si éstos se necesitan para la clase o el laboratorio, se utilizan para producir un artículo final y tienen valor posterior para los alumnos fuera del aula o laboratorio. Los cobros por los materiales son reintegrables hasta el fin de la segunda semana de instrucción en el caso de cursos de un semestre de duración, y antes de la tercera vez que se reúna la clase, en el caso de cursos de menos de un semestre de duración.

Cuota para el Centro de Desarrollo Infantil: Se podrá designar una cuota estudiantil opcional de \$3.00 para apoyar la guardería del recinto.

Reintegros y derechos de matrícula

NO SE REINTEGRAN AUTOMÁTICAMENTE LOS DERECHOS DE MATRÍCULA.

Los alumnos que soliciten que se les reintegren la cuota por utilizar el Centro Estudiantil, el cargo por atención de la salud, los derechos de matrícula o el cargo al alumnado deben abandonar los cursos antes de que finalice la segunda semana de instrucción en el caso de cursos de un semestre de duración, y a más tardar el tercer día en que se reúne la clase, en el caso de cursos de más de una semana pero de menos de un semestre de duración. No se autorizarán reintegros si no se abandonan los cursos a más tardar en la debida fecha tope.

Los derechos de matrícula de alumnos no residentes se pueden reintegrar en el caso de clases abandonadas oficialmente durante las primeras tres semanas del semestre en el caso de cursos de un semestre de duración, y a más tardar el tercer día en que se reúne la clase, en el caso de cursos de más de una semana pero de menos de un semestre de duración. No se reintegrarán los derechos de matrícula de alumnos no residentes si no se abandonan los cursos a más tardar en la fecha exacta.

Un recargo por tramitación de \$10.00 se retendrá del reintegro de los derechos de matrícula por cursos abandonados que no hayan sido cancelados por el College.

No son reintegrables los cargos por permisos de estacionamiento. Los permisos de estacionamiento de MPC se podrán comprar mediante ATR, WebReg y en la Oficina de Ingresos y Registros, la cual se encuentra en el Edificio de Servicios al Alumno. Toda excepción de las normas generales sobre el reintegro debido a circunstancias atenuantes se podrá realizar llenando un formulario de Solicitud de Reintegro del Alumno en el Centro de Información, el cual se encuentra en el Centro Estudiantil.

Proceso de solicitud de reintegros

EN EL CASO DE CURSOS DE UN SEMESTRE DE DURACIÓN, CON LA EXCEPCIÓN DE LOS DERECHOS DE MATRÍCULA DE ALUMNOS NO RESIDENTES, NO SE REINTEGRARÁ NINGÚN CARGO DESPUÉS DE LAS DOS PRIMERAS SEMANAS DE INSTRUCCIÓN.

El alumno tiene la responsabilidad de abandonar los cursos a más tardar en la fecha tope correcta. NO SE REINTEGRARÁ AUTOMÁTICAMENTE NINGÚN CARGO. Se deberá llenar un formulario de Solicitud de Reintegro y entregarlo a la Oficina de Ingresos y Registros antes de que finalice el semestre o sesión durante la cual se vence el reintegro; de lo contrario, no se tramitará ningún reintegro. Todo costo de enseñanza o derecho de matrícula que se cobre por una clase que sea cancelada por el College, o que se cobre por equivocación, se reintegrará previa solicitud. Las solicitudes de reintegro se habrán de presentar ÚNICAMENTE ante la Oficina de Ingresos y Registros. Los cheques de reintegro serán enviados por correo por el Departamento de Servicios Fiscales de cuatro a seis semanas después de que finalice el periodo de matrículas tardías.

Clases canceladas

Todo pago de enseñanza o derecho de matrícula que se cobre por una clase que sea cancelada por el College, o que se cobre por equivocación, se reintegrará previa solicitud. Las solicitudes de reintegro se ofrecen en la Oficina de Ingresos y Registros.

Excepción de las reglas generales sobre el reintegro de cargos

El Consejo Académico podrá hacer toda excepción de las reglas generales sobre reintegros, debido a circunstancias atenuantes, previa solicitud del alumno, antes de que finalice el semestre o la sesión en la cual se solicita el reintegro. Las solicitudes se ofrecen en la Oficina de Ingresos y Registros.

Reintegros y libros de texto

Consulte Librería del College en la página ____ para enterarse de las reglas generales sobre reintegros.

Asistencia financiera

(www.mpcfaculty.net/studentfinancialservices)

¿Qué es ayuda financiera?

El propósito principal de la ayuda financiera consiste en eliminar los obstáculos ocasionados por los costos que pueden impedir que los alumnos alcancen sus metas educacionales. Se ofrece ayuda financiera por medio de diversos programas financiados por fuentes federales, estatales, del College y particulares. Entre los tipos de asistencia figuran subvenciones, becas, préstamos y oportunidades de empleo. La ayuda financiera puede ayudar a cerrar la brecha entre lo que pueden pagar el alumno y su familia y el costo de la educación.

Tipos de ayuda financiera

Subvenciones (se basan en la necesidad financiera - no se reintegran)

- Subvención Federal Pell
- Subvención Federal Complementaria para Oportunidades Educativas (se conoce en inglés con el nombre de Federal Supplemental Education Opportunity Grant - FSEOG)
- Subvención por Competitividad Académica
- Programas y Servicios para Oportunidades Prolongadas (se conoce en inglés con el nombre de Extended Opportunity Programs and Services - EOPS)
- Subvenciones Cal
- Subvención en Ayuda del Distrito (se conoce en inglés con el nombre District Grant-in-Aid - DGIA)
- Subvención de la Junta Directiva.
- Subvención ORR

Préstamos (requieren reintegro)

- Préstamo Estudiantil Federal Stafford - subsidiado: con tipo de interés bajo
- Préstamo Estudiantil Federal Stafford - no subsidiado: con tipo de interés bajo
- Préstamos Federales a Padres de Familia para Alumnos que no han obtenido el Bachillerato (se conoce en inglés con el nombre de Federal Parents Loans for Undergraduate Students - FPLUS): tipo de interés variable.
- Préstamos de Urgencia a Corto Plazo - el College ofrece un programa de préstamos de urgencia a corto plazo a los alumnos que han solicitado ayuda financiera pero que no han recibido concesiones.

Empleo a tiempo parcial

- Trabajo y Estudio Federal (se conoce en inglés con el nombre de Federal Work-Study - FWS)

Becas

- Se ofrecen diversas becas conforme a la necesidad financiera o el mérito académico del alumno.

Requisitos básicos

Para reunir y mantener los requisitos a fin de recibir ayuda financiera, el alumno debe:

1. ser ciudadano de EE.UU. o extranjero elegible
2. estar alistado en Selective Services (si se requiere)

3. asistir a un college participante
4. dedicarse a obtener un título o certificado
5. lograr avances académicos satisfactorios
6. no deber el reintegro de una subvención federal ni haber desfalcado un préstamo educacional federal
7. tener necesidad financiera, salvo en el caso de préstamos Stafford no subsidiados
8. poseer un diploma de secundaria, GED o su equivalente, o bien, presentar y aprobar una Prueba de Capacidad de Beneficiarse aprobada y administrada por el College.

Para solicitar

Para que se les considere como candidatos para recibir ayuda financiera, los alumnos deben enviar por correo postal o correo electrónico (www.fafsa.ed.gov) su Solicitud Gratuita de Ayuda Financiera Federal (se conoce en inglés con el nombre de Free Application for Federal Student Aid - FAFSA) a los Programas Federales de Ayuda Financiera. Cerciórese de utilizar el código de ayuda estudiantil 001242 cuando llene la solicitud. A continuación, los alumnos tendrán que llenar y entregar a la Oficina de Servicios Financieros al Alumno un formulario de Información sobre el Alumno de Monterey Peninsula College. El Departamento de Servicios Financieros al Alumno notificará únicamente a los alumnos si se necesita algún documento adicional para completar la solicitud de ayuda financiera. Los documentos adicionales que se puedan necesitar figuran en el Conjunto de Información sobre Ayuda Financiera o en el apartado electrónico del Departamento de Servicios Financieros al Alumno.

¿Cuál es la fecha tope para solicitar ayuda financiera?

En MPC la ayuda financiera se desembolsa durante todo el año escolar. Mientras más pronto la solicite, más recursos se le ofrecerán. Según el tipo de ayuda, todos los años existen importantes fechas tope para presentar solicitudes.

- 2 de marzo: fecha tope para la subvención Cal
- 19 de marzo: fecha tope para solicitar becas
- Ayuda federal: última fecha de asistencia o 30 de junio, lo que ocurra primero
- Para averiguar fechas tope específicas, consulte el apartado electrónico del Departamento de Servicios Financieros al Alumno o información para el consumidor.

Para obtener información adicional sobre ayuda financiera y taller, llame al Departamento de Servicios Financieros al Alumno al (831) 646-4030.

Progreso académico satisfactorio

Para mostrar progreso académico satisfactorio a fin de recibir ayuda financiera durante un semestre dado, los alumnos deben

1. Cursar las unidades para las cuales recibieron fondos de ayuda financiera.

2. Obtener un promedio de notas por puntos de un mínimo de 2.0 (promedio de C) todos los semestres que reciban ayuda financiera.

Los alumnos deben alcanzar su meta educacional principal conforme a un plazo máximo. Dicho plazo no habrá de superar el 150% de la duración publicada del programa. Un calendario con plazos máximos establece el límite de tiempo durante el cual los alumnos deben mantener satisfactoriamente su progreso académico en el programa de estudio que escojan para recibir ayuda financiera.

Si los alumnos terminan más de sesenta unidades, se les exigirá llenar un formulario de Exceso de Unidades y devolverlo a la Oficina de Servicios Financieros al Alumno. Dicho alumno deberá mantener un progreso académico satisfactorio todo semestre durante el cual reciba ayuda financiera. Todos los formularios de ayuda financiera se encuentran en la Oficina de Servicios Financieros al Alumno, o se pueden descargar del apartado electrónico de MPC (<http://www.mpc.edu>). La asistencia para llenar una solicitud electrónica de FAFSA se ofrece con cita o en talleres programados para la tarde de los viernes de números impares.

• • •

Las solicitudes y la información de ayuda financiera se ofrecen en español. Para obtener información, por favor llame al (831) 646-4030.

Plagio y trampas

La honradez académica es la piedra angular de la comunidad educacional, por tanto, se da por sentado que el alumno entiende los criterios de honradez académica relacionados con su conducta en el aula.

Plagio

Es importante que los alumnos reconozcan las fuentes que utilicen para hacer las tareas asignadas en el aula. El plagio es una forma de falta de honradez académica.

Plagio puede ser cualquiera de las siguientes situaciones:

1. Copiar textualmente sin la debida justificación de las fuentes.
2. Parafrasear sin reconocer debidamente las fuentes.
3. Apoderarse de información o ideas de otras personas sin darles sureconocimiento.

Si el alumno tiene alguna pregunta sobre los tipos de plagio mencionados o sobre la tarea que está preparando, en lugar de correr el riesgo de cometer plagio sin querer, deberá pedirle al instructor que le aclare la situación.

Trampas

Es importante que el alumno actúe en forma honrada y digna de confianza. El trabajo que se realiza en exámenes o demás tipos de evaluación debe representar el trabajo, los conocimientos y la experiencia en el tema propios de la persona. Se da por sentado que el alumno habrá de seguir los reglamentos académicos establecidos por el instructor.

Las siguientes situaciones pueden ser trampas:

1. Fijarse sin autorización en información de cualquier

fuerza no autorizada o del trabajo de otro alumno durante un examen, o de cualquier trabajo que será calificado o recibirá puntuación, o bien, adquirir dicha información.

2. Adquirir, leer o aprenderse sin autorización preguntas de exámenes antes de la fecha y hora del examen.
3. Cambiar cualquier porción de un examen o informe calificado devuelto y volver a entregarlo como trabajo original para que vuelva a ser calificado.
4. Presentar el trabajo de otra persona como propio para recibir una nota o puntos.
5. Ayudar, a sabiendas, a otro alumno a hacer trampas.

Esta lista no es completa, y el propósito de ella no es limitar la definición de trampas a sólo los puntos mencionados.

Consecuencias

La medida disciplinaria por hacer trampas o plagiar queda a discreción del instructor, quien podrá seleccionar una o más de las siguientes opciones.

1. Emitirle una notificación oral o escrita y advertirle al alumno que los actos adicionales de ese tipo redundarán en medidas disciplinarias adicionales.
2. Emitir un NC o una nota de reprobación (F o 0) por la tarea en cuestión.
3. Expulsar al alumno de la clase, y asignarle una (W) por retirarlo de la clase, hasta el último día asignado para retirarse de los cursos de un semestre de duración. Conforme a las normas de calificación uniformes, a los alumnos a quienes se les expulse después de la fecha de retiro indicada se les asignará una nota de reprobado (F) por la clase.
4. Remitir al alumno al vicepresidente del Departamento de Servicios al Alumno para que se le apliquen medidas disciplinarias.

Becas

Las becas se conceden anualmente a los alumnos nuevos que vienen de escuelas secundarias de la comunidad, alumnos antiguos y alumnos que se graduarán de Monterey Peninsula College. Los folletos y solicitudes sobre las becas se ofrecen en la Oficina de Servicios Financieros al Alumno durante el semestre de primavera todos los años. Las becas se conceden conforme a criterios que varían conforme a la beca, tales como logros académicos, dotes de dirección del alumno, participación en actividades de la comunidad, progreso académico y necesidad financiera. El Comité de Becas de MPC selecciona a la mayoría de los candidatos en abril todos los años. Para obtener información adicional, llame a la Oficina de Servicios Financieros al Alumno.

A continuación figura una lista de becas que se han ofrecido anteriormente.

Instructional Programs

Associate Degree

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

Certificate of Achievement

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

Certificate of Completion

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.

Graduation Evaluation

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

Graduation Month	Deadline to Receive Materials
DECEMBER	NOVEMBER 1
JUNE	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 or Certificate 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 and on the www.mpc.edu website. All transcripts, military records, advanced placement scores, International Baccalaureate scores, CLEP scores, and counselor course evaluations 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 school 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. Through General Education, students are led to gain an appreciation of the arts and humanities 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 science.

- tific 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;
3. demonstrate an understanding of the use of research

and scientific methodologies in the study of human behavior and societal change;

4. better understand themselves, others, and society;
5. 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;
6. examine the biological, psychological, and sociological factors that influence the personalities and behaviors of females and males from a multicultural perspective;
7. 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

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

AREA E2: Introduction to Careers

1. explore a discipline and to function as independent and effective learners;
2. 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:

1. connect knowledge of self and society to larger cultural contexts;
2. articulate the differences and similarities between and within cultures;
3. identify cultural themes of immigrant and native groups within the United States of America;
4. 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:

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

must be completed at Monterey Peninsula College.

Upon completion (or in anticipation of completion) of these requirements, students wishing to receive a Certificate of Achievement must file a petition form. Forms are available in the Admissions and Records Office. The deadlines that are applicable to the Associate degree are also in effect for the Certificate of Achievement.

Graduation Requirements: Associate Degree

The Associate degree is awarded upon satisfying the following:

1. Competency Requirements

a. Reading

Completion with a grade of "C" or better of English 1A, 112 or ENSL 155 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 1A, 111 or ENSL 110 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 by achievement of any of the following minimum test scores:

Examination	Score
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:

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

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

*460 if taken before April, 1995

d. Information Competency

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

- (1) Completion of LIBR 50 with a grade "CR."
- (2) Completion of an equivalent course at another college or university.
- (3) Completion of the Information Competency Requirement at another college or university
- (4) A satisfactory score on the Information Competency proficiency exam (0 units).
- (5) Credit by examination will be accepted for LIBR 50.

2. Major

Choose one of the following:

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

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 ____.

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

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

4. Units/Grade Point Average

Completion of a minimum of sixty (60) degree-applicable units with a 2.0 ("C") grade point average. Only courses numbered 1-299 may apply toward the Associate Degree beginning Fall 1995. Pre-collegiate courses (300-399) do not apply toward the degree. Grades earned in non-degree credit course are not included in calculation of students' degree-applicable GPA. 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 and on the www.mpc.edu website.

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
Art		
Graphic Arts *	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
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 ____.

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

ACADEMIC AREAS/NON-OCCUPATIONAL

<u>MAJOR</u>	<u>CERTIFICATE</u>	<u>AA/AS</u>
Art		
Graphic Arts*	X	X
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
Art History	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
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 may count for both major and General Education requirements. Please meet with a counselor.**

ADMINISTRATION OF JUSTICE

CORRECTIONS

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

Required Courses	UNITS
ADMJ 55 Writing for Criminal Justice	3
ADMJ 57 Introduction to Corrections	3
LETP 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)	
TOTAL UNITS	17.5

LAW ENFORCEMENT

(Certificate of Achievement and Associate in Science degree)

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

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

Two Options:

Option 1: General

Certificate Requirements	UNITS
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 53 Police Field Operations (3)	
ADMJ 57 Introduction to Corrections (3)	
ADMJ 70 Juvenile Law and Procedure(3)	
LETP 180 Citizen's Academy (2)	
TOTAL CERTIFICATE UNITS	23-24

Option 2:

Extended Basic Academy

LETP 145A	P.O.S.T. Basic Academy I	6
LETP 145B	P.O.S.T. Basic Academy II	6
LETP 145C	P.O.S.T. Basic Academy III	6
LETP 151	Criminal Justice/Academy Internship	5
TOTAL CERTIFICATE UNITS		23

OR

Intensive Basic Academy

LETP 144A	P.O.S.T. Intensive Basic Academy I	9
LETP 144B	P.O.S.T. Intensive Basic Academy II	9
TOTAL CERTIFICATE UNITS		18

Associate Degree Requirements

Certificate Requirements (determined by option)	18-24
General Education Requirements	21
Electives to total 60 units	
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)	
<i>Select six units from the following:</i>	6
Any Studio Art courses	
TOTAL CERTIFICATE UNITS	23

Associate Degree Requirements

Certificate Requirements	23
General Education Requirements	21
Electives to total 60 units	
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.

<u>Certificate Requirements</u>	<u>UNITS</u>	
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	Intra 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

Select eight units from the following: 8

ART 2	History of Western Art I (4)	
ART 3	History of Western Art II (4)	
ART 23	Design II: Three-Dimensional Design (3)	
ART 29A	Sketch I (1.5)	
ART 36A	Printmaking I: Relief Printmaking (3)	
ART 42	Illustration (3)	
ART 44	Intra to Web Animation (4)	
ART 47	Intermediate Photoshop (4)	
ART 49	Graphic Arts Projects (1)	
ART 51	Intra to Film/Video (3)	
ART 58A	Painting I (3)	
BUSI 50	Intra 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 21

Electives to total 60 units

TOTAL DEGREE UNITS **60**

ART - STUDIO

(Certificate of Achievement and Associate in Arts degree)

Certificate Requirements **UNITS**

Core Requirements:

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

Select twelve units from one of the following sections: I, II, III, IV, V, VI, VII, VIII or IX (ART 24 Color Fundamentals is highly recommended for a Studio major) 12

I. General Studio

ART 24	Color Fundamentals (3)
ART 29A	Sketch I (1.5)
ART 30A	Figure Drawing I (3)
ART 33A-E	Special Drawing Techniques I (.5)
ART 34A-C	Special Drawing Techniques II (.5)
ART 35A-E	Special Printmaking Techniques I (.5)
ART 36A	Printmaking I: Relief Printmaking (3)
ART 37	Introduction to Monotypes (1.5-3)
ART 38A-C	Special Printmaking Techniques II (.5-1.5)
ART 39A	Creative Digital Media I (2)
ART 39B	Creative Digital Media II (2)
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 24	Color Fundamentals (3)
ART 28B	Drawing & Composition II (3)
ART 29A	Sketch I (1.5)
ART 29B	Sketch II (1.5)
ART 30A	Figure Drawing I (3)
ART 30B	Figure Drawing II (3)
ART 31	Expressive Drawing (1.5-3)
ART 32	Landscape Drawing & Painting (1.5)
ART 33A-E	Special Drawing Techniques I (.5)
ART 34A-C	Special Drawing Techniques II (.5)
ART 36A	Printmaking I: Relief Printmaking (3)
ART 37	Introduction to Monotypes (1.5-3)
ART 39A	Creative Digital Media I (2)
ART 39B	Creative Digital Media II (2)
ART 42	Illustration (3)

III. Painting

ART 24	Color Fundamentals (3)
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 73	Intermediate Ceramics (3)
ART 74A	Ceramic Sculpture I (3)
ART 74B	Ceramic Sculpture II (3)
ART 75	Intra 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 81A	Kiln-Formed Glass I (3)
ART 81B	Kiln-Formed Glass II (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	LapidaryI (1.5)
ART 86B	LapidaryII (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	FigureSculpture (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 24	Color Fundamentals (3)
ART 88A	Weaving I (3)
ART 88B	Weaving II (3)

VIII. Cinema/Video

ART 45	Intra to Computers for Graphic Arts (4)
ART 46	Intra 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)
ART 39A	Creative Digital Media I (2)
ART 39B	Creative Digital Media II (2)

TOTAL CERTIFICATE UNITS

29

Associate Degree Requirements

Certificate Requirements	29
General Education Requirements	21
Electives to total 60 units	

TOTAL DEGREE UNITS

60

AUTOMOTIVE TECHNOLOGY

(Certificate of Achievement and Associate in Science degree)

Certificate Requirements

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

TOTAL CERTIFICATE UNITS

38

Associate Degree Requirements

Certificate Requirements	38
General Education Requirements	21
Electives total 60 units	

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:

		<u>UNITS</u>	<u>HOURS</u>
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.

Required courses:	UNITS	HOURS
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
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 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.

Required courses:	UNITS	HOURS
AUTO 100 Intro to Auto Technology	4	96
AUTO 111 Auto Steering and Suspension	4	96
AUTO 160 Supervised Auto Trade Experience (1)	1	48
or COOP 91 Auto Technology Work Experience (1)		75
TOTAL UNITS	9	
TOTAL HOURS		240-267

(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.

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

(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 spread-sheets, 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 Acctg Software	.5
CSIS 50 MS Office Applications	2
CSIS 50L MS Office Applications Lab	1
CSIS 71 Operating a Personal Computer	.5
<i>Select one of the following sequences:</i>	<i>6-8</i>
BUSI 1A Financial Acctng (4) (required for AS)	
& BUSI 1B Managerial Acctng (4) (required for AS)	
OR	
BUSI 120A Basic Accounting (3)	
& BUSI 120B Computerized Accounting (3)	
<i>Select one course from the following:</i>	<i>3</i>
BUSI 38 Multiculturalism in Corp. America (3)	
BUSI 70 Business Communications (3)	
<i>Select one from the following:</i>	<i>0-1</i>
BUSC 109 Keyboardng for Computers (1)	
or BUSC 110A Introductory Typing I (1)	
or typing proficiency test with a typing speed of 21 WPM with 5 or fewer errors in 5 minutes (0)	
TOTAL CERTIFICATE UNITS	20.5-23.5

Associate Degree Requirements

Certificate Requirements	20.5-23.5
BUSI 1A and 1B sequence (8 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>	<i>3</i>
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>	<i>3</i>
ECON 2 Principles of Econ.: Macro (3)	
ECON 4 Principles of Econ.: Micro (3)	
General Education Requirements	21
Electives to total 60 units	
TOTAL DEGREE UNITS	60

ENTREPRENEURSHIP

(Certificate of Achievement and Associate in Science degree)

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

- Recognize that entrepreneurs possess unique characteristics and evaluate the degree to which one possesses those characteristics.
- Identify customer groups and develop a plan to reach and keep customers in a specific target market.
- Apply economic concepts when making decisions for an entrepreneurial venture.
- Use the financial competencies needed by an entrepreneur.
- Discuss how entrepreneurs must establish, maintain, and analyze appropriate records to make business decisions.
- Demonstrate knowledge and skills needed to develop a management plan for the venture.
- Analyze the effect of cultural differences, export/import opportunities, and trends on a venture in the global marketplace.
- Describe how forms of business ownership, government regulations, and business ethics affect ventures.
- Demonstrate knowledge and skills needed to develop a business plan.

<u>Certificate Requirements</u>	<u>UNITS</u>
BUSI 1A Financial Accounting (4)	3-4
or BUSI 120A Basic Accounting (3)	
BUSI 18 Business Law	3
BUSI 24 Business Issues and Ethics	3
BUSI 32 Intro. to Importing/Exporting (3)	3
or BUSI 36 Intro. to Int'l Marketing (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 MS Office Applications	2
CSIS 50L MS Office Applications Lab	1
TOTAL CERTIFICATE UNITS	30-31

Associate Degree Requirements

Certificate Requirements	30-31
<i>Plus select four courses from the following:</i>	12
BUSI 20 Introduction to Business (3)	
BUSI 22 Human Behavior/Leadership (3)	
BUSI 30 Global Management (3)	
BUSI 38 Multiculturalism in Corp. America (3)	
BUSI 40 Principles of Management (3)	
BUSI 42 Human Resources Mgmt. (3)	
BUSI 70 Business Communications (3)	
CSIS 1 Intra to Computer Sci. & Info. Syst. (3)	
COOP 91 Business Work Experience (3)	
General Education Requirements	21
Electives to total 60 units	
TOTAL DEGREE UNITS	60

GENERAL BUSINESS

(Certificate of Achievement and Associate in Science degree)

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

- Demonstrate an understanding of personal skill strengths and weaknesses, the ever evolving requirements of the workplace, and the relationship of lifelong learning to career success.
- Identify the laws affecting businesses, families, and individual consumers.
- Apply the financial competencies needed to manage business resources.
- Demonstrate skills needed to utilize human resources, including their own personal resources, effectively and efficiently in the global marketplace.
- Demonstrate ability to recognize and act on new business opportunities, not only in small business but also in corporate environments.
- Demonstrate oral and written communication skills essential to interacting effectively with people in the workplace and in society.
- Use viable processes and functions involved in transferring business products or services to consumers, as well as gain a clearer picture of how key business functions are directly related to marketing services.
- Analyze the effect of cultural differences, export/import opportunities, and trends on a venture in the global marketplace.
- Identify how forms of business ownership, government regulations, and ethics affect business ventures.

Certificate Requirements

	UNITS
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)	3
or BUSI 50 Intro. to Marketing (3)	3
BUSI 110 Business Mathematics	3
CSIS 50 MS Office Applications	2
CSIS 50L MS Office Applications Lab	1
<i>Select one course from the following:</i>	3-4
BUSI 1A Financial Accounting (4)	
BUSI 120A Basic Accounting (3)	
<i>Select one course from the following:</i>	3
BUSI 22 Human Behavior/Leadership (3)	
BUSI 38 Multiculturalism in Corp. America (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

30-31

Associate Degree Requirements

Certificate Requirements	30-31
<i>Plus select three courses from the following:</i>	9-10
BUSI 1B Managerial Accounting (4)	
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	21
Electives to total 60 units	

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.

Certificate Requirements		UNITS
BUSI 1A	Financial Accounting	4
BUSI 18	Business Law	3
BUSI 20	Introduction to Business	3
BUSI 24	Business Issues & Ethics	3
BUSI 30	Global Management	3
BUSI 36	Intra to Int'l Marketing	3
BUSI 38	Multiculturalism in Corp. Amer.	3
BUSI 54	Intra to E-Commerce	3
ECON 4	Principles of Econ.: Micro	3

TOTAL CERTIFICATE UNITS **28**

Associate Degree Requirements

Certificate Requirements 28

Language/Cultural Component:
Select two courses from the following: 6-10

- ANTH 4 Intra to Cultural Anthropology (3)
- FLAN 1A-2B Any World Language (5)
- GEOG 4 Intra 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: 6-7

Accounting Track:
 BUSI 1B Managerial Accounting (4)
 BUSI 120B Computerized Accounting (3)

Information Processing Track:
 BUSI 70 Business Communications (3)
 BUSI 100 Proofreading for Business (3)
 or CSIS 50 MS Office Applications (2)
 & CSIS 50L MS Office Applications Lab (1)

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

General Education Requirements 21
 Electives to total 60 units

TOTAL DEGREE UNITS **60**
OFFICE TECHNOLOGY

(Certificate of Achievement and Associate in Science degree)

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

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

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

Certificate Requirements		UNITS
BUSI 100	Proofreading for Business	3
BUSI 120A	Basic Accounting	3
<i>Select from the following:</i>		0-3
BUSC 110A	Introductory Typing I (1)	
& 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)

Select four units from the following: 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 MS Office Applications (2)
- & CSIS 50L MS Office Applications Lab (1)
- CSIS 71 Operating a Personal Comp. (.5)

Select seven units from the following: 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	Intra to MS Access (1)	
BUSC 134	Office Simulation (2)	
BUSC 135	E-CommerceUsing Online Auctions (1)	
BUSC 136	Essential Computer Skills (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
Select three courses from the following:	9
BUSI 20+	Introduction to Business (3)
BUSI 24+	Business Issues & Ethics (3)
BUSI 70+	Business Communications (3)
BUSI 80	Intra to Admin. Mgmt. (3)

General Education Requirements 21
Electives to total 60 units

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	MS Office Applications	2

CSIS 50L	MS Office Applications Lab	1
----------	----------------------------	---

Group B: Intermediate Courses

BUSI 1A	Financial Accounting (4)	3-4
or BUSI 120A	Basic Accounting (3)	
BUSI 30	Global Management (3)	3
or BUSI 40	Principles of Management (3)	
BUSI 36	Intro. to Int'l Marketing (3)	3
or BUSI 50	Intro. to Marketing (3)	

Group C: Advanced Courses

BUSI 22	Human Behavior/Leadership	3
BUSI 38	Multiculturalism in Corp. American (3)	3
or 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 **28-31**

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)
& 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)

Select three units from the following: 3

BUSC 117A	Business Machine Calculations I (.5)
BUSC 117B	Business Machine Calculations II (.5)

BUSC 119A	Intra 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 or CSIS 70	Microsoft Windows (.5) Microcomp. Op. Syst. (3)	
BUSC 136	Essential Computer Skills (1)	
CSIS 50	MS Office Applications (2)	
& CSIS 50L	MS Office 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)	
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	Intra to Admin. Mgmt. 3
General Education Requirements	21
Electives to total 60 units	

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
or CSIS 70	Microcomp. Op. Syst. (3)	
COOP 91	Business Work Experience	2
(Students will be placed in a position for on-the-job experience.)		
<i>Select from the following:</i>		3
BUSC 100A	Word Proc:Word/Win. I (1)	
& BUSC 100B	Word Proc:Word/Win. II (1)	
& BUSC 100C	Word Proc:Word/Win. III (1)	
OR		
CSIS 50	MS Office Applications (2)	
& CSIS 50L	MS Office Applications Lab (1)	

Select three units from the following: 3

BUSC 119A	Intra. 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)

Select three units from the following: 3

BUSC 110A	Intra. to Typing I (1)
BUSC 110B	Intra. to Typing II (1)
BUSC 110C	Intra. 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)

TOTAL CERTIFICATE UNITS 11.5-14

Fast Track: OFFICE WORKER LEVEL 2

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

This is an intensive one-semester program designed to supplement computer and office skills for workers trained in entry-level office expertise. Completion of these courses partially fulfills the requirements of the Office Technology and Secretarial Certificates of Achievement and Associate Degree, and the Computer Science and Information Systems: Computer Software Applications Certificate of Achievement and Associate Degree.

Learning Outcomes: Upon successful completion of the Office Worker Level 2 program, students will be able to:

- Create and edit correspondence and reports using electronic word processing programs.
- Create and edit electronic spreadsheets.
- Create and manage electronic database programs.
- Create, edit, and integrate graphics within office applications.
- Maintain daily office functions using e-mail and scheduling functions.
- Share data between office applications.

Certificate Requirements UNITS

BUSC 101A	Adv. Word Proc.: MS Word I	1
BUSC 101B	Adv. Word. Proc.: MS Word II	1
BUSC 119B	Intra. to Spreadsheets: MS Excel II	1
BUSC 125	Quickbooks	1
BUSC 133	Intra. to MS Access	1

TOTAL CORE REQUIREMENT UNITS 5

Required Electives

Select two units from the following: 2

BUSC 101C	Adv. Word Proc.: MS Word III (1)
BUSC 120	Presentation Mgmt w/MS PowerPoint (1)
BUSC 121	Accessing Bus. Info Via the World Wide Web (1)
BUSC 123	Bus. Desktop Publishing (1)
BUSC 130	Microsoft Outlook (.5)
BUSC 131A	Image Proc. for Bus.: Adobe Photoshop (1)
BUSC 131B	Image Proc. for Bus.: Adobe Photoshop Elements (1)
BUSC 131C	Image Proc. for Bus.: MS Digital Image Suite (1)
BUSC 131D	Image Proc. for Bus.: Ulead PhotoImpact (1)
BUSC 132	Web Publishing Using MS FrontPage (2)
BUSC 134	Office Simulation (2)
BUSC 135	E-Commerce Using Online Auctions (1)

TOTAL CERTIFICATE UNITS CHILD DEVELOPMENT

7

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.

Certificate Requirements

		<u>UNITS</u>
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 Ed. in a Diverse Soc.	3
CHDV 61	Health, Safety & Nutrition for the Young Child	3
CHDV 80	Curr. Planning & Environmental Design	3
	<i>Choose two of the six curriculum classes listed below:</i>	4
CHDV 81	Approaches to Art Curriculum (2)	
CHDV 82	Science and Math Curriculum (2)	
CHDV 83	Music and Movement Curr. (2)	
CHDV 84	Language and Literacy Curr. (2)	
CHDV 85	Curr. for Small & Large Motor Dev. (2)	
CHDV 86	Construction Curriculum (2)	

TOTAL CERTIFICATE UNITS

28

Associate Degree Requirements

Certificate Requirements	28
General Education Requirements	21
Electives to total 60 units	

TOTAL DEGREE UNITS

60

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 using information technology tools and resources.

Certificate Requirements		UNITS
BUSI 54	Intra to E-Commerce	3
CSIS 50	MS Office Applications	2
CSIS 50L	MS Office Applications Lab	1
CSIS 51A	Business Data Processing	3
CSIS 51C	Database Processing	3
CSIS 76	Networking Essntls	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

Select nine units from the following: 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	Intra 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	Intra to MS Access (1)	
BUSC 135	E-Commerce Using Online Auctions (1)	
BUSI 20	Intra to Business (3)	
BUSI 120B	Computerized Accounting (3)	
CSIS 55	Intra to Programming - Visual Basic (3)	
CSIS 61	Fund. of Comp.-Based Graphics (4)	
CSIS 75	PC Repairs (3)	

OR

Internet Technology Focus

Select nine units from the following: 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 Requirements	21
Electives to total 60 units	

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 Essntls	3
CSIS 80	Introduction to UNIX & Linux	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>	1.5-3
CSIS 82 UNIX & Linux Syst. Admin. (1.5)	
CSIS 180 Adv. Routing & Switching Implem. (3)	
General Education Requirements	21
Electives to total 60 units	

TOTAL DEGREE UNITS **60**

ESSENTIAL COMPUTER SKILLS

(Certificate of Completion offered by the Computer Science and Information Systems Department)

The Essential Computer Skills certificate is designed to provide focused, hands-on skills in a variety of computer topics, from the basics of operating a PC to configuring a home network, from working with the proprietary Microsoft Office suite to working in the open-source Linux operating system. The classes encourage exploration by providing foundation elements that can be developed through independent study or further course work in other CSIS programs.

<u>Certificate Requirements</u>	<u>UNITS</u>
<i>(Choose 3 units from the following)</i>	
CSIS 71 Operating a Personal Computer	.5
CSIS 110 Essential Microsoft Skills	1
CSIS 111 Essential PC Maintenance	1
CSIS 112 Configure & Secure Your Home Network	1
CSIS 113 Using Your Digital Camera	1
CSIS 114 Game Programming: Behind the Scenes	1
CSIS 115 Linux for the Home and Office	1

TOTAL CERTIFICATE UNITS **3**

INSTRUCTIONAL TECHNOLOGY SKILLS

(Certificate of Completion offered by the Computer Science and Information Systems Department)

The Instructional Technology Skills certificate provides basic computer skills for instructors to apply in an academic setting. Students learn to use Microsoft Word to prepare assignments for their classes, PowerPoint to prepare and deliver lectures, and Excel to prepare charts, tables and schedules. The classes offer instruction and practice in developing individualized products for use in the students' own classes.

<u>Certificate Requirements</u>	<u>UNITS</u>
<i>(Choose 2 units from the following)</i>	
CSIS 71 Operating a Personal Computer	.5
CSIS 120 Intro to Microsoft Word	1
CSIS 121 Intro to PowerPoint	.5
CSIS 122 Intro to Excel	.5

TOTAL CERTIFICATE UNITS **2**

WEB DESIGNER

(Certificate of Completion offered by the Computer Science and Information Systems Department)

This is a multi-disciplinary program designed for students entering into the web page development arena. Whether designing web pages for themselves, for businesses, or for non-profit organizations, this program provides the basic skills needed to accomplish the task. Required courses form a foundation necessary for web-related or internet-development focus. Through this program, students gain an understanding of client-side processing concepts, web page layout and coding, use of design tools and techniques, and basic multimedia design and editing. Students will learn about many issues involved in developing and supporting websites. Completion of these courses partially fulfills the requirements of the Office Technology and Secretarial Certificates of Achievement and Associate Degree, and the Computer Science and Information Systems, Computer Software Applications Certificate of Achievement and Associate Degree.

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

- Determine specifications for web projects.
- Design visual layout of web pages.
- Create and edit web pages using commercial software.
- Create and edit pages using HTML coding.
- Create original digital images.
- Edit and optimize digital images for web use.
- Use graphics and multimedia elements with web pages.
- Use web programming languages to create and manage content.

<u>Certificate Requirements</u>	<u>UNITS</u>
CSIS 62 Web Animation & Programming	4
CSIS 76 Networking Essentials	3
CSIS 77 Publishing on the World Wide Web	3
CSIS 78 Adv. Publishing on the World Wide Web	3

TOTAL CORE REQUIREMENT UNITS **13**

Required Electives

<i>Select three units from the following:</i>	3
CSIS 10A Comp. Sci.: Beg. Programming (4)	
CSIS 54 Intro. to PERL CGI Programming (3)	
CSIS 55 Intro. to Programming - Visual Basic (3)	
CSIS 56 Java Programming (3)	
CSIS 82 UNIX & LINUX Syst. Admin. (1.5)	
CSIS 83 MS Client Operating Syst. (1.5)	
CSIS 172 MS Server Administration (3)	
<i>Select one unit from the following:</i>	1
BUSC 131A Image Proc. for Bus.: Adobe Photoshop (1)	
BUSC 131B Image Proc. for Bus.: Adobe Photoshop Elements (1)	
BUSC 131C Image Proc. for Bus.: MS Digital Image Suite (1)	
BUSC 131D Image Proc. for Bus.: Ulead PhotoImpact (1)	
BUSC 132 Web Pub. Using MS FrontPage (2)	
CSIS 61 Fundamentals of Comp.-Based Graphics (4)	
ART 40 Graphic Design for the Web (4)	
ART 45 Intro. to Comp. for Graphic Arts (4)	
ART 46 Intro. to Photoshop (4)	

TOTAL CERTIFICATE UNITS **17**

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 to total 60 units	

TOTAL DEGREE UNITS **60**

DANCE

(Associate in Arts Degree)

Associate Degree Requirements		UNITS
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

Select a minimum of four units from the following:

DANC 2	Dance Skills I (.5)	4
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)	

Select one course from the following:

DRAM 1	Drama Appreciation (3)	3
DRAM 15A	Beginning Acting (3)	
DRAM 23	Stage Lighting (3)	
DRAM 24	Beginning Costuming (3)	

Select any Music course	1-4
General Education Requirements	21
Electives to total 60 units	

TOTAL DEGREE UNITS **60**

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.
- Receive the California Dental Radiation Health and Safety License and expose radiographs on patients.
- Receive a Certificate in Coronal Polishing and perform this procedure as an RDA.

Certificate Requirements		UNITS
DNTL 100	Orientation to Dental Careers	1
DNTL 101	Dental Anatomy	2
DNTL 102	Chairside Assisting I	3
DNTL 103	Beginning Radiography	2
DNTL 104	Chairside Assisting II	2.5
DNTL 105	Dental Health Science	2
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 205	CPR for Health Professionals	.5

TOTAL CERTIFICATE UNITS **31**

Associate Degree Requirements

Certificate Requirements	31
General Education Requirements	21
Electives to total 60	

TOTAL DEGREE UNITS **60**

DENTAL HYGIENE

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

Pre-Dental Hygiene Courses		UNITS
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	Intra. 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

DRAMA

(Certificate of Achievement and Associate in Arts degree)

Certificate Requirements		UNITS
DRAM 1	Drama Appreciation	3
DRAM 15A	Beginning Acting	3
DRAM 18A	Elementary Directing	3
DRAM 21A	Theatre Workshop I	3
DRAM 11	Voice and Oral Interpretation	3
<i>Select 9 units from I, II, or III:</i>		9

I. Acting: Select one course from each of the following areas a, b, and c totaling 9 units:

- Performance:
 - DRAM 15B Advanced Acting (3)
 - DRAM 16 Acting for the Camera (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)
- Technique:
 - DRAM 12 Stage Movement (3)
 - DRAM 13 Audition Techniques for the Stage (2)
 - DRAM 24 Beginning Costuming (3)
 - DRAM 25 Make-Up (3)
- 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 each of the following areas a, b, and c totaling 9 units:

- 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)
- 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)
- 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 8A Beginning Screenwriting (3)
 - DRAM 8B Intermediate Screenwriting (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 9 units:

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 to total 60 units	

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.

<u>Certificate Requirements</u>	<u>UNITS</u>
EMMS 280 Adv. Cardiac Life Support (ACLS)	.5

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.

Certificate Requirements	UNITS
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.

Certificate Requirements	UNITS
EMMS 282 Prehosp. Trauma & Life Support (PHTLS)	.5

TOTAL CERTIFICATE UNITS .5

FAMILY AND CONSUMER SCIENCE

(Associate in Arts degree)

Associate Degree Requirements		UNITS
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>		1.5
<i>Select three units from the following:</i>		3
FACS 52	Consumer Awareness: Bus. & Pers. Perspectives (2)	
FACS 165	Cultural Competence (1)	
FASH 63	Tailoring (3)	
FASH 68	Flat Pattern Design (3)	
TOTAL UNITS		34
General Education Requirements		21
Electives to total 60 units		
TOTAL DEGREE UNITS		60

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.

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

FAMILY RESEARCH STUDIES

(Genealogy)

(Certificate of Achievement and Associate in Arts degree)

Certificate Requirements	UNITS	
LIBR 50	Intra to Info. Competency & Literacy	1
LIBR 60	Fam. Rsrch. Studies: Genealogy I	3
LIBR 61	Fam. Rsrch. Studies: Genealogy II	3
LIBR 62	Fam. Rsrch. Studies: Genealogy III	3
LIBR 63	Fam. Rsrch. Studies: Genealogy IV	3
<i>Select three units from the following:</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>		9
GENT 2 through 15 (1 unit each)		
or GENT 20 through 23 (3 units each)		
GEOG 2	Intra 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)	
TOTAL CERTIFICATE UNITS		25
Associate Degree Requirements		
Certificate Requirements		25
General Education Requirements		21
Electives to total 60 units		
TOTAL DEGREE UNITS		60

FASHION

FASHION COSTUMING

(Certificate of Achievement and Associate in Science degree)

Costuming is an interdisciplinary program in fashion, drama and art designed to provide students with design and sewing skills applied to costuming for the stage, film and television, period or theme parks. 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.
- Apply interpersonal skills that support career success, such as self-awareness and teamwork.
- Construct costumes appropriate for the role and authentic to the intent of the production.
- Draw working illustrations/sketches for use in costume design.

Certificate Requirements	UNITS	
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 to total 60 units		
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 and construction of apparel, 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:

- Demonstrate fundamental design principles using a variety of media.
- Illustrate design concepts using hand sketching and computer software.
- Recognize professional quality indicators for textile and apparel products.
- Access and use a variety of design inspiration and trend sources.
- Create patterns using a variety of methods.
- Sew and execute a finished product.
- Apply interpersonal skills that support career success, such as self-awareness and teamwork.
- Demonstrate a working knowledge of the fashion industry.
- Showcase work in a format such as a portfolio or presentation board.

Certificate Requirements:

	UNITS
FASH 15 Textiles	3
FASH 50 Introduction to Fashion	3
FASH 52 History of Fashion	3
FASH 53 Apparel Analysis and Selection	3
FASH 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 one course from the following:</i>	4
ART 45 Intro to Computers for Graphic Arts (4)	
ART 46 Intro to Photoshop (4)	
<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)	
FASH 63 Tailoring (3)	
PHOT 1A Photography I: Black & White (3)	

TOTAL CERTIFICATE UNITS **30.5**

Associate Degree Requirements

Certificate Requirements	30.5
General Education Requirements	21
Electives to total 60 units	

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:

- Describe and explain the creation of a fashion line from vision to design, product development, and production.
- Professionally communicate as thinkers, readers, writers, speakers, and listeners.
- Demonstrate customer service, sales techniques, and general business and marketing practices.
- Identify basic textiles and their required care as applied to apparel merchandising.
- Analyze and evaluate fashion elements of apparel, wardrobe, and textiles.
- Describe quality indicators for apparel and accessories.
- Use business technology tools.
- Demonstrate knowledge of levels of the fashion business and the importance of target marketing.
- Apply interpersonal skills that support career success, such as self-awareness and teamwork.

Certificate Requirements

	UNITS
BUSI 50 Introduction to Marketing	3
FASH 15 Textiles	3
FASH 50 Introduction to Fashion	3
FASH 53 Apparel Analysis and Selection	3
FASH 61 Clothing	3
FASH 81 Business & Marketing Practices	3
FASH 84 Portfolio Presentation	1
HOSP 64 Customer Service	1
COOP 91 Fashion Work Experience	3
<i>Select one course from the following:</i>	3
BUSI 54 Introduction to E-Commerce (3)	
FACS 56 Life Management (3)	
FASH 52 History of Fashion (3)	
SPCH 2 Small Group Communication (3)	

TOTAL CERTIFICATE UNITS **26**

Associate Degree Requirements

Certificate Requirements	26
General Education Requirements	21
Electives to total 60 units	

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:

- Demonstrate intermediate to advanced apparel construction skills.

- Recognize professional quality indicators for apparel products.
- Select fabric and care appropriate to end use.
- Produce and market salable merchandise using quality materials.
- Set up and maintain a home based or small business using appropriate business and marketing practices.
- Showcase work in a format such as a portfolio or presentation board.

<u>Certificate Requirements</u>		<u>UNITS</u>
FASH 15	Textiles	3
FASH 50	Introduction to Fashion	3
FASH 53	Apparel Analysis and Selection	3
FASH 61	Clothing	3
FASH 63	Tailoring	3
FASH 65	Couture Techniques	1.5
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
<i>Select three units from the following:</i>		3
FACS 56	Life Management (3)	
FASH 52	History of Fashion (3)	
FASH 68	Flat Pattern Design (3)	
FASH 82	Fashion Illustration (2)	
FASH 186	CAD for Apparel Laboratory (1)	
COOP 91	Fashion Work Experience (3)	

TOTAL CERTIFICATE UNITS **29.5**

Associate Degree Requirements

Certificate Requirements	29.5
General Education Requirements	21
Electives to total 60 units	

TOTAL DEGREE UNITS **60**

FIRE PROTECTION TECHNOLOGY

(Certificate of Achievement and Associate in Science degree)

<u>Certificate Requirements</u>		<u>UNITS</u>
FIRE 100	Fire Protection Organization	3
FIRE 101	Fire Behavior & Control	3
<i>Select 18 units from the courses listed below:</i>		18
FIRE 105	Firefighter 1 Academy (17)	
FIRE 106	Firefighter 2 Academy - Adv. Firefighting (2.5)	
FIRE 107	Haz Mat'ls/Op & Decon (2)	
FIRE 108	Confined Space Rescue - Awareness Level (.5)	
FIRE 110	Command 1A: Command Princ. for Company Officers (3)	
FIRE 111	Command 1B: Haz Mat Command 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)	
FIRE 115	Investigation 1A: Fire Origin/Cause Determination (3)	
FIRE 116	Fire Instructor 1A: Instructional Techniques Part 1 (3)	
FIRE 117	Fire Instructor 1B: Instructional Techniques Part 2 (3)	
FIRE 118	Incident Command System 100/200 (1)	
FIRE 119	Incident Command System 300/400 (3)	

TOTAL CERTIFICATE UNITS **24**

Associate Degree Requirements

Certificate Requirements	24
General Education Requirements	21
Electives to total 60 units	

TOTAL DEGREE UNITS **60**

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.

Certificate Requirements UNITS

PFIT 10	Weight Training	1
PFIT 14	Exercise for Health & Fitness	.5
PFIT 18A	Dance Aerobics I	.5
PFIT 50	Independent Fitness & Testing Pgm	1
PFIT 51	Fitness & Wellness Strategies	2
PFIT 60	Fitness Exercise Physiology	1
PFIT 63	Fitness Anatomy & Kinesiology	2
PSYC 50	Health Psychology	3

Select one unit from PFIT Activity courses. 1

Select one unit from the following: 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	Keyboardng for Computers (1)	
BUSC 121	Accessing Bus. Info. Via the World Wide Web (1)	

BUSC 122 Microsoft Windows (.5) 3

Select one course from the following:

HLTH 4	Healthy Living (3)
NUTF 1	Nutrition (3)

Select one course from the following: 2-4

ANAT 5	Basic Human Anatomy & Physiology (recommended) (4)
HLTH 5	Adv. First Aid & Emgcy. Care (2)
PHED 41	Prevention & Care of Athletic Injuries (3)

Take two units of PFIT 92 (Teaching Aide: Physical Fitness) from two of the following areas: 2

- Weight Training (personal training)
 - Dance Aerobics
 - Independent Fitness (fitness testing)
- Current Red Cross CPR Card required

TOTAL CERTIFICATE UNITS **20-22**

Associate Degree Requirements

Certificate Requirements	20-22
General Education Requirements	21
Electives to total 60 units	

TOTAL DEGREE UNITS **60**

GENERAL STUDIES

(Associate in Arts degree)

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

Associate Degree Requirements UNITS

AREA A: COMMUNICATION SKILLS 6

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

AREA B: NATURAL SCIENCES 7

Two courses are required, one from each area (one of which must be a laboratory course).

*Designates 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 listings (Areas A, B, C, D, E, & F). 9

General Education Total **40**

Electives to total 60 units

TOTAL DEGREE UNITS **60**

GENERAL STUDIES: ***Distance Learning Option***

(Associate in Arts degree)

The General Studies major is based upon the general education pattern for Monterey Peninsula College.

†Designates Online Course. All other courses listed are offered as Living Room Courses.

Associate Degree Requirements

AREA A COMMUNICATION SKILLS:

UNITS

7

- A1: English Composition
†ENGL 1A Composition and Analytical Reading (3)
- A2: Communication & Analytical Thinking
†MATH 261 Beginning Algebra (4)
†MATH 263 Intermediate Algebra (4)

AREA B NATURAL SCIENCE:

Select 7 units (must include lecture and lab) from the following: 7
Choose one Physical Science (must take both lecture and lab).
Lab offered on campus.

- ASTR 10 Intro to Astronomy (3)
ASTR 10L Intro to Astronomy Lab (1)
CHEM 10 Everyday Chemistry (3)
CHEM 10L Everyday Chemistry Lab (1)
GEOL 2 Introductory Geology (3)
GEOL 2L Introductory Geology Lab (1)

Choose one Life Science:

- †BIOL 31 Environmental Studies (3)

AREA C HUMANITIES:

Select 6 units from the following: 6

- †ART 1 Intro to the Arts (3)
†ENGL 10 Lit. By and About Men (3)
†ENGL 38 Lit. Forms - The Cinema: More Or Less Than Human? (3)
†ENGL 40 American Literature (3)
†ENGL 44 Masterpieces of Literature I (3)
†ENGL 45 Masterpieces of Literature II (3)
MUSI 2 Intro to Broadway Musicals (3)
MUSI 3 Intro to Jazz and Pop (3)
MUSI 4 The Contemporary Musical Theatre (3)

AREA D SOCIAL SCIENCES:

Select 6 units from the following: 6

- ANTH 10 Intro to Anthropology (3)
ANTH 11 Dealing with Diversity (3)
†CHDV 1 Child Development (3)
HIST 36 Hist. of Russia 1917-Present (3)
†POLS 1 Amer. Gov. and Politics (3)
POLS 5 Politics of the Developing Countries (3)
POLS 8 Politics of Transition in the Post-Communist Era (3)
†PSYC 25 Child & Adult Development (3)
SOC 1 Humanity and Society (3)
SOC 2 Contemporary Social Problems (3)
†SOC 40 Marriage and Family Life (3)

AREA E LIFELONG LEARNING & SELF DEVELOPMENT:

Select 3 units from the following: 3

- ADMJ 2 Intro to Admin. of Justice (3)
†LIBR 72 Effective Use of the Internet (1)
†LIBR 80 Internet Literacy (3)

- †PERS 51 Career Planning Throughout the Life Span (3)
†PERS 71 Foundations of Career Choice (1)
†PERS 72 Taking Charge of Your Job Search (2)
†PFIT 51 Fitness & Wellness Strategies (2)
†PSYC 25 Child & Adult Development (3)

AREA F INTERCULTURAL STUDIES:

Select 3 units from the following: 3

- ANTH 11 Dealing with Diversity (3)
†BUSI 38 Multiculturalism in Corporate America (3)
†ENGL 40 American Literature (3)

Select nine additional units from the courses listed above not used to meet area requirements.

Select electives to total 60 units from the courses listed above or any of the following:

- ADMJ 51 Criminal Procedures (3)
ADMJ 55 Writing for Criminal Justice (3)
ADMJ 57 Intro. to Corrections (3)
ADMJ 66 Intro. to Investigation (3)
†BUSI 40 Principles of Management (3)
†BUSI 50 Intro. to Marketing (3)
†ENSL 155 Advanced Reading (3)
†LIBR 60 Fam. Research Studies: Genealogy I (3)
†LIBR 61 Fam. Research Studies: Genealogy II (3)
†LIBR 62 Fam. Research Studies: Genealogy III (3)
†LIBR 63 Fam. Research Studies: Genealogy IV (3)
†PERS 58 Coping with Difficult People (2)
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)

NOTE: Proficiency requirements for AA/AS Degree:

- a. Reading Proficiency: †ENGL 1A or †ENSL 155 or test scores (ENGL 112 not available through MPC Distance Learning Program)
b. Writing Proficiency: †ENGL 1A or test scores (ENGL 111 and ENSL 110 not available through MPC Distance Learning Program)
c. Math Proficiency: †MATH 261 or higher or test scores (Contact Counseling Department for recommendation of other colleges' distance learning mathematics courses.)
d. Information Competency: LIBR 50 or LIBR 80 (available through MPC Distance Learning Program Spring 2007)

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 ____.

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

	UNITS	
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	MS Office Applications (2)	
& CSIS 50L	MS Office 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>		3-4
BUSI 1A	Financial Accounting (4)	
BUSI 120A	Basic Accounting (3)	
<i>Select one course from the following:</i>		3-4
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	21	
Electives to total 60 units		

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

	UNITS	
HOSP 51	Intro. to the Hospitality Industry	3
HOSP 64	Customer Service	1
HOSP 66	Practices in Hospitality	1
HOSP 72	Culinary Arts Basics	.5
HOSP 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	MS Office Applications (2)	
& CSIS 50L	MS Office 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

	UNITS
HOSP 51	3
HOSP 53	3
HOSP 54	3
HOSP 58	3
HOSP 64	1
HOSP 66	1
HOSP 72	.5
COOP 91	3
<i>Select two units from HOSP 73 through 85.</i>	
2	
<i>Select three units from the following:</i>	
3	
BUSI 44	3
CSIS 50	2
& CSIS 50L	1
FACS 56	3
HOSP 60	1.5
NUTF 1	3
NUTF 51	1.5
<i>Select one course from the following:</i>	
3-4	
BUSI 1A	4
BUSI 120A	3
<i>Select one course from the following:</i>	
3	
BUSI 110	3
MATH 16	3
<i>Select one course from the following:</i>	
3	
BUSI 22	3
BUSI 42	3
General Education Requirements	21
Electives to total 60 units	
TOTAL DEGREE UNITS	60

Fast Track: BAKING AND PASTRY ARTS

(Certificate of Completion offered by Hospitality Department)

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

Required courses:

		UNITS	HOURS
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
<i>(Students will be placed in a job situation for experience.)</i>			

TOTAL UNITS

5.5

TOTAL HOURS

195

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.

Required courses:		UNITS	HOURS
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.)

TOTAL UNITS	5
TOTAL HOURS	179

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.

Required courses:		UNITS	HOURS
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

TOTAL UNITS	7
TOTAL HOURS	112

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:

	UNITS
BUSC 100A Word Proc: Word/Wrn. I	1
BUSC 100B Word Proc: Word/Wrn. II	1
HUMS 50 Intro. to Human Services	3
HUMS 53 Counseling Tech. for the Paraprof'I	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>	3

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
Select six units from the following not used to satisfy the certificate requirement:	6
CHDV 1 Child Development (3)	

HLTH/WOMN 7	Women's Health Issues (3)	
PSYC 25	Child and Adult Development (3)	
WOMN/HUMA 1	Intra to Women's Studies (3)	
	General Education Requirements	21
	Electives to total 60 units	
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		UNITS
DRAF 100	Drafting and Perspective	2
DRAF 125A	Intra 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>		3
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 to total 60 units	

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. 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

UNITS

BIOL 13	Marine Biology	4
MAST 10	Intro. to GIS, GPS, & Cartography	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)	
ENGL 113	Intro. to Technical Writing (3)	
MAST 11	Spatial Analysis & Adv. GIS Tech. (4)	
MAST 12	Remote Sensing & Image Processing (4)	
MAST 21	Ocean Data Collection & Visualization (4)	
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 (.5)	

With department approval, other courses may be substituted

for these electives, such as marine welding, advanced electronics, hydraulics or pneumatics.

TOTAL CERTIFICATE UNITS	30
<u>Associate Degree Requirements</u>	
Certificate Requirements	30
CHEM 2 Fundamental Chemistry	4
MATH 13 Pre-Calculus (4)	3-4
or MATH 16 Elementary Statistics (3)	
PHYS 10 Introduction to Physics	4
<i>With department approval, other courses may be substituted for courses listed immediately above.</i>	
General Education Requirements	21
Electives to total 60 units	
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.

<u>Certificate Requirements</u>		<u>UNITS</u>
ANAT 5	Basic Human Anatomy & Physiology	4
HLTH 5	Adv. First Aid & Emer. Care	2
PFIT 63	Fitness Anatomy & 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 (3)	
PHED 42	Athletic Training Field Experience (2)	
PFIT 92	Teaching Aide: Phys. Fitness (1)	
Any PFIT course 8 through 60 (.5-2)		

TOTAL CERTIFICATE UNITS	29-30
<u>Associate Degree Requirements</u>	
Certificate Requirements	29-30
General Education Requirements	21
Electives to total 60 units	
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 autoclave sterilizer.
- Assist with common medical exams and procedures and perform routine lab screening procedures.
- Perform standard Universal Procedures for infection control.
- Produce accurate 12-lead and rhythm strip ECGs.
- Communicate with patients regarding clinical preparation, outcomes and follow-up care.
- Perform all procedures in accordance with CDC and CalOSHA regulations.

<u>Certificate Requirements</u>		<u>UNITS</u>
ANAT 5	Basic Human Anatomy & Physiology	4
HLTH 205	CPR for Health Professionals or current valid CPR certificate	0-5
MEDA 100	Introduction to Health Careers	1
MEDA 101	Medical Ethics & Law	2
MEDA 105	Medical Terminology	4
MEDA 110	Medical Office Management	3
MEDA 112	Medical Office Finances & Comp. Apps	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	Comp. & Analytical Reading (3)	
ENGL 111	Intro to College Writing (3)	
ENSL 110	Adv. Composition (4.5)	
<i>Current Red Cross Advanced First Aid Card and CPR Card</i>		

TOTAL CERTIFICATE UNITS **37-37.5**

Associate Degree Requirements

Certificate Requirements	37-37.5
General Education Requirements	21
+Electives to total 60 units	

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.

<u>Certificate Requirements</u>		<u>UNITS</u>
ANAT 5	Basic Human Anatomy and Physiology	4
HLTH 205	CPR for Health Professionals or current valid CPR certificate	0-5
MEDA 100	Introduction to Health Careers	1
MEDA 101	Medical Ethics & Law	2
MEDA 105	Medical Terminology	4
MEDA 110	Medical Office Management	3
MEDA 112	Medical Ofc. Finances & Comp. Apps	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/wordprocessing coursework from the Business Skills Center.</i>		2
<i>Select one course from the following:</i>		3
ENGL 1A	Comp. & Analytical Reading (3)	
ENGL 111	Intro. to College Writing (3)	
ENSL 110	Adv. Composition (4.5)	

TOTAL CERTIFICATE UNITS **28-28.5**

Associate Degree Requirements

Certificate Requirements	28-28.5
General Education Requirements	21
+Electives to total 60 units	

TOTAL DEGREE UNITS **60**

+Recommended Electives:

BUSI 120A	Basic Accounting (3)
CSIS 70	Microcomputer Operating Syst. (3)
PSYC 50	Health Psychology (3)

Communication Skills: 6 units

A1 English Composition - 3 units

English 1A, 111; English as a Second Language 110

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: 3-4 units (must include lab)

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

Biology 10, 13, 21, 22, 25 & 26, 31 & 32; 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, 11, 15, 17, 18, 22, 24, 38, 40, 42, 44, 45, 46, 47, 49;

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, 12, 13, 40, 54; Photography 1A, 10, 22; Spanish 50; Speech Communication 4;

Women's Studies 1, 1B, 4, 11, 40, 54; World Languages All 1A, 1B, 2A, 2B, 5, 50, 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, 3, 4, 5, 6, 8, 10, 16, 18;

Psychology 1, 3, 6, 25, 33, 35, 38, 40, 50; 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, 51, 55; Nutrition And Food 1; Physical Education 1A-17, 18, 19, 21, 29, 33, 59, 60;

Physical Fitness 8-22B, 30, 50, 51; Psychology 25, 50; 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; Computer Science and Information Systems 50

& 50L, 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 155

b. Writing Proficiency ENGL 1A or 111 or ENSL 110

c. Math Proficiency MATH 261 or higher

d. Information Competency LIBR 50 or LIBR 80 or equivalent

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	<p>Communication and Critical Thinking: 9 units Choose one course from A1, A2 and A3</p> <p><u>A1 Oral Communication</u> Personal Development 54; Speech Communication 1, 2, 3, 54 Course from other college _____ Advanced placement _____</p> <p><u>A2 Written Communication</u> English 1A Course from other college _____ Advanced placement _____</p> <p><u>A3 Critical Thinking</u> English 2; Philosophy 6, 10; Political Science 9; Social Science 10 Course from other college _____ Advanced placement _____</p>
B	<p>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.</p> <p><u>B1 Physical Universe</u> Astronomy 10 & 10L, 21; Chemistry 1A, 2, 10 & 10L, 30A, 30B; Geology 2 & 2L, 8; Marine Science and Technology 70; Oceanography 2; Physics 2A, 3A, 10 Course from other college _____ Advanced placement _____</p> <p><u>B2 Life Forms</u> Anatomy 1, 2, 5; Anthropology 2; Biology 10, 13, 21, 22, 30, 31, 35, 36; Physiology 1, 2 Course from other college _____ Advanced placement _____</p> <p><u>B3 Laboratory Activity</u> Anatomy 2, 5; Astronomy 10 & 10L, 21; Biology 10, 13, 21, 22, 32; Chemistry 1A, 2, 10 & 10L, 30A, 30B; Geology 2 & 2L, 8; Oceanography 2; Physics 2A, 3A, 10; Physiology 2 Course from other college _____ Advanced placement _____</p> <p><u>B4 Mathematical Concepts, Quantitative Reasoning and Applications</u> Mathematics 10, 13, 16, 17, 18, 20A, 20B Course from other college _____ Advanced placement _____</p>
C	<p>Arts, Literature, Philosophy and World Languages: 9 units Choose at least three units from C1 and three units from C2.</p> <p><u>C1 Art, Dance, Drama, Music, Photography</u> 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 _____</p> <p><u>C2 Literature, Humanities, Philosophy, World Languages</u> American Sign Language 1A, 1B; Arabic 1A, 1B; Chinese 1A; Communication 5; English 1B, 10, 11, 17, 18, 22, 24, 38, 40, 42, 44, 45, 46, 47, 49; French 1A, 1B, 2A, 2B; Gentrain 1-15, 20-23 (6 unit limit); German 1A, 1B, 2A, 2B; History 7, 8, 47; Humanities 1, 4, 10, 30, 40; Italian 1A, 1B; Japanese 1A, 1B; Philosophy 2, 4, 5, 12, 13, 40, 54; Russian 1A, 1B; Spanish 1A, 1B, 2A, 2B, 5; Women's Studies 1, 1B, 4, 11, 40, 54 Course from other college _____ Advanced placement _____</p>
D	<p>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.</p> <p><u>Historical Setting</u> Ethnic Studies 11; History 11, 12, 17, 18, 50; Women's Studies 12 Course from other college _____ Advanced placement _____</p> <p><u>Political Institutions</u> Political Science 1, 10; Women's Studies 10 Course from other college _____ Advanced placement _____</p> <p><u>Social, Economic Institutions</u> Anthropology 2, 4, 6, 10, 11, 20, 21, 22, 30, 31; Biology 38; Child Development 1; 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 _____</p>
E	<p>Lifelong Understanding and Self-Development: 3 units Biology 31, 38; Business 22; Child Development 1, 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 Physical Fitness 10, 18A, 21 or 22A is also completed Course from other college _____ Advanced placement _____</p>

*2007-08 updates are pending state approval as of the printing of this catalog. Updated information is available in the Counseling Office.

**Intersegmental General Education
Transfer Curriculum (IGETC) 2007-2008***

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.)

1	<p>AREA 1 - ENGLISH COMMUNICATION CSU - 3 courses required, one from each group below. UC - 2 courses required, one from Group A and one from Group B. Group A: English Composition • 1 course, 3 semester units English 1A Course from other college _____ Advanced placement _____ Group B: Critical Thinking - English Composition • 1 course, 3 semester units English 2 Course from other college _____ Advanced placement _____ Group C: Oral Communication (CSU requirement only) • 1 course, 3 semester units Speech Communication 1, 2 Course from other college _____ Advanced placement _____</p>
2	<p>AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING • 1 course, 3 semester units Math 10, 13, 16, 17, 18, 20A, 20B Course from other college _____ Advanced placement _____</p>
3	<p>AREA 3 - ARTS and HUMANITIES At least 3 courses, with at least one course from the Arts and one course from the Humanities • 3 courses, 9 semester units Group A: Art courses: 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 Course from other college _____ Advanced placement _____ Group B: Humanities courses: Art 4; Drama 4; English 1B, 10, 11, 17, 18, 22, 24, 38, 40, 42, 44, 45, 46, 47, 49; Ethnic Studies 11; French 2A, 2B; Genrtrain 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, 11, 12, 13, 40 Course from other college _____ Advanced placement _____</p>
4	<p>AREA 4 - SOCIAL and BEHAVIORAL SCIENCES At least 3 courses from at least 2 disciplines or an interdisciplinary sequence • 3 courses, 9 semester units Anthropology 2, 4, 6, 10, 11, 20, 21, 22, 30, 31; 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 Course from other college _____ Advanced placement _____</p>
5	<p>AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by 'L' in parentheses). • 2 courses, 7 semester units Group A: Physical Science courses: Astronomy 10 & 10L; Chemistry 1A(L), 2(L), 10 & 10L; Geology 2 & 2L, 8; Oceanography 2(L); Physics 2A(L), 3A(L), 10(L) Course from other college _____ Advanced placement _____ Group B: Biological Science courses: Anatomy 5(L); Anthropology 2; Biology 10(L), 13(L), 21(L), 22(L), 30, 31, 36; Physiology 1, 2(L) Course from other college _____ Advanced placement _____</p>
	<p>LANGUAGES OTHER THAN ENGLISH (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 _____ Course from other college _____ Advanced placement _____</p>
	<p>CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS (Not part of IGETC; may be completed prior to transfer) 6 units, one course from Group 1 and one course from Group 2 Group 1. Political Science 1, 10; Women's Studies 10 Group 2. 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>

*2007-08 updates are pending state approval as of the printing of this catalog. **Updated information is available in the Counseling Office.**

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 or current valid CPR certificate	0-.5
MEDA 100 Intro to Health Careers	1
MEDA 101 Medical Ethics & Law	2
MEDA 105 Medical Terminology	4
Select one unit of keyboarding/typing/word processing coursework from the Business Skills Center.	1
Select one course from the following:	3-4
ANAT 5 Basic Human Anat. & Physiology (4)	
HLTH 4 Healthy Living (3)	
PSYC 50 Health Psychology (3)	
Select one course from the following:	3
ENGL 1A Comp. & Analytical Reading (3)	
ENGL 111 Intro to College Writing (3)	
ENSL 110 Adv. Composition (4.5)	

TOTAL CORE CERTIFICATE UNITS 14-15.5

Required Electives

Medical Reception Focus

MEDA 110 Medical Office Management	3
& MEDA 112 Med. Ofc. Finances & Comp. Apps.	2

OR

Medical Coding Specialist Focus

MEDA 112 Med. Ofc. Finances & Comp. Apps.	2
& MEDA 113 Medical Procedure Coding	3
& MEDA 115 Medical Diagnostic Coding	2
& MEDA 118 Pharmacology & Human Diseases	3

OR

Medical Insurance Specialist Focus

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

TOTAL 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 to total 60 units	

TOTAL DEGREE UNITS 60

MUSIC

(Certificate of Achievement and Associate in Arts degree)

Certificate Requirements	UNITS
MUSI 10A Musicianship	4
MUSI 10B Diatonic Harmony I	4
MUSI 10C Diatonic Harmony II	4
MUSI 10D Chromatic Harmony	4
Piano competency (equivalent to MUSI 50B)	0-2
Plus four semesters from one of the following areas:	4-8
Instrumental	
MUSI 30 Concert/Community Band (1-2)	
MUSI 32 Jazz Ensemble (1)	
Piano	
MUSI 31 Piano Ensemble (1)	
Vocal	
MUSI 20 Chorus I (1-2)	
MUSI 22 Chamber Singers (1)	
Plus four units from one of the following areas of coursework:	4
Brass Instruments	
Woodwind Instruments	
Perussion Instruments	
String Instruments	
Piano	
Voice	

TOTAL CERTIFICATE UNITS 24-30

Associate Degree Requirements

Certificate Requirements	24-30
General Education Requirements	21
Electives to total 60 units	

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 qualified 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 is given to local residents. Applicants must achieve a satisfactory success index score and pre-entrance readiness score in order to be qualified for admission. Contact the Counseling Department or the School of Nursing for a detailed information and application packet which outlines the admissions requirements and process.

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

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

Associate Degree Requirements

Prerequisite courses:

		UNITS
Math competency		
ENGL 1A	Comp. & Analytical Reading	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>		3
+SPCH 1	Intra 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.

Certificate Requirements

UNITS

ORNH 51	Intro. to Ornamental Horticulture I	3
ORNH 52	Intro. to Ornamental Horticulture II	3
ORNH 61	Plant Identification: Shrubs, Vines, Ground Covers	3
ORNH 62	Plant Identification: Trees, Annuals, Perennials	3
ORNH 63	Plant Propagation	3
ORNH 65	Basic Landscape Design	3
<i>Select nine units from the electives listed below:</i>		9
ORNH 55	Trees (3)	
ORNH 57	Turfgrass Management (3)	
ORNH 64	Growing & Using Calif. Native Plants (3)	
ORNH 66	Intermediate Landscape Design (3)	
ORNH 68	Horticultural Sales & Bus. Practices (3)	
ORNH 70	Irrigation Design & Water Economy (3)	
ORNH 71	Landscape Irrigation Practices (3)	
ORNH 72	Landscape Construction (3)	
ORNH 75	Basic Floral Design (2)	
ORNH 76	Professional Floral Design (2)	
ORNH 78	Insect Pest Management (3)	
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	21
Electives to total 60 units	

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.

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.
- Identify potential maintenance needs and address those needs with confidence and skills.

Required courses

Select eighteen units from the following courses:

PARK 130	Intra to Cal. State Parks (1.5)
PARK 133A	Intermed. Park Carpentry Skills (1)
PARK 133B	Adv. Park Carpentry Skills (1)
PARK 134A	Intermed. Park Plumbing Skills (1)
PARK 134B	Adv. Park Plumbing Skills (1)
PARK 135A	Intermed. Park Elec. Skills (1)
PARK 135B	Adv. Park Elec. Skills (1)
PARK 141	Park Landscape Maint. (1)
PARK 142	Park Masonry Skills (1)
PARK 145	Water Treatmt. Plant Operator (1.5)
PARK 146	Water Continuing Ed. Wkshop (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 Skills (1)
PARK 273	Bsc. Park Elec. Skills (1)
PARK 274	Bsc. Park Plumbing Skills (1)

UNITS

18

TOTAL CERTIFICATE UNITS

18

Associate Degree Requirements

Certificate Requirements	18
General Education Requirements	21
Electives to total 60 units*	

TOTAL DEGREE UNITS

60

*Electives must include all PARK classes, except those designated as Apprenticeship Courses (PARK 240, 280 and 281).

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

PARK 240	Visitor Services. Field Trng.	3
PARK 280	Basic Law Enforcement Trng.	20
PARK 281	Ranger Trng. Program	6

UNITS

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

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)	

UNITS

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 to total 60 units	

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

Select six units from the following: 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	21
Electives to total 60 units	

TOTAL DEGREE UNITS **60**

REAL ESTATE

(Certificate of Achievement and Associate in Science degree)

Certificate Requirements **UNITS**

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

TOTAL CERTIFICATE UNITS **21**

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	21	
Electives to total 60 units		

TOTAL DEGREE UNITS **60**

RESTAURANT MANAGEMENT

See HOSPITALITY, page _____.

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.

Certificate Requirements **UNITS**

ENGL 113	Intro. to Technical Writing	3
ENGL 114	Technical Editing	3
ENGL 115	Adv. Tech. Writing: Software Documentation	3
ENGL 116	Adv. Tech. Editing	3

TOTAL CERTIFICATE UNITS **12**

WOMEN'S STUDIES

(Associate in Arts degree)

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

Associate Degree Requirements

	UNITS
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
WOMN/ENGL 11 Literature By and About Women	3
<i>Select one course from the following:</i>	<i>3</i>
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>	<i>3</i>
WOMN/HIST 12 Women in American History (3)	
WOMN/HIST 13 Women in History (3)	
<i>Select one course from the following:</i>	<i>3</i>
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)	

TOTAL UNITS

General Education Requirements 21
Electives to total 60 units 21

TOTAL DEGREE UNITS

60

UNIVERSITY STUDIES

UNIVERSITY STUDIES

(Associate in Arts degree)

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

Associate Degree Requirements

	UNITS
AREA A - Communication and Critical Thinking:	9
<i>Choose one course from A1, A2, and A3:</i>	
A1 - Oral Communication	
A2 - Written Communication	
A3 - Critical Thinking	
AREA 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	
AREA C - 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 or C2:</i>	
C1 - Art, Dance, Drama, Music, Photography	
C2 - Literature, Humanities, Philosophy, World Languages	
AREA D - 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>	
AREA E - Lifelong Understanding and Self-Development:	3
<i>Choose three units.</i>	
Electives (transferable courses numbered 1-99) to total 60 units	

TOTAL DEGREE UNITS

60

UNIVERSITY STUDIES

(Associate in Arts degree)

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

Associate Degree Requirements

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

ADDITIONAL REQUIREMENT - Languages other than English: 0-5 (UC requirement only) Proficiency equivalent to two years of high school study in same language.
Electives (courses designated as UC transferable) to total 60 units

TOTAL DEGREE UNITS **60**

UNIVERSITY STUDIES

(Associate in Arts degree with special emphasis/concentration)

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

Associate Degree Requirements	UNITS
CSU-GE or IGETC pattern	34-39
Area of Emphasis	18
Electives (transferable, numbered 1-99 with CSU-GE or designated as UC transferable with IGETC) to total 60 units	

TOTAL DEGREE UNITS **60**

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.

*Denotes courses that do not transfer to UC.

ANTHROPOLOGY		UNITS
ANTH 2	Intra to Physical Anthropology	3
ANTH 4	Intra to Cultural Anthropology	3
ANTH 6	Intrødution 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

ART HISTORY	UNITS	
ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
ART 6	Survey of American Art	3
ART 7	Art of Africa, Oceania & Pre-Columbian Americas	3
ART 8	Survey of Asian Art	3
ART 9	History of Architecture	3

ART - GRAPHIC ARTS	UNITS	
ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
ART 22	Visual Fundamentals: Two-Dimensional Design	3
ART 23	Design II: Three-Dimensional Design	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	Intra to Computers for Graphic Arts	4
* ART 46	Intrødution 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

ART - STUDIO	UNITS	
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 Design	3
ART 28A	Drawing and Composition I	3

Select at least one unit from the following areas:
(ART 24 Color Fundamentals is a highly recommended choice.)

I. General Studio

ART 24	Color Fundamentals	3
ART 29A	Sketch I	1.5
ART 30A	Figure Drawing I	3
* ART 33A-E	Special Drawing Techniques I	.5
* ART 34A-C	Special Drawing Techniques II	.5
* ART 35A-E	Special Printmaking Techniques I	.5
ART 36A	Printmaking I: Relief Printmaking	3
ART 37	Intrødution to Monotypes	1.5-3
* ART 38A-C	Special Printmaking Techniques II	.5-1.5
ART 39A	Creative Digital Media I (2)	
ART 39B	Creative Digital Media II (2)	
* 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 24	Color Fundamentals	3
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 39A	Creative Digital Media I (2)	
ART 39B	Creative Digital Media II (2)	
* ART 42	Illustration	3

III. Painting

ART 24	Color Fundamentals	3
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 73	Intermediate Ceramics (3)	
ART 74A	Ceramic Sculpture I	3
ART 74B	Ceramic Sculpture II	3
ART 75	Intro. to Glaze Experimentation	
* 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 81A	Kiln-Formed Glass I (3)	
ART 81B	Kiln-Formed Glass II (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 24	Color Fundamentals	3
*ART 88A	Weaving I	3
*ART 88B	Weaving II	3

VIII. Cinema/Video		
*ART 45	Intra to Computers for Graphic Arts	4
*ART 46	Intra 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
ART 39A	Creative Digital Media I (2)	
ART 39B	Creative Digital Media II (2)	

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	4
BUSI 1B	Managerial Accounting	4
BUSI 18	Business Law	3
CSIS 1	Intra 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

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 and Linux	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
<i>Select six units from the following:</i>		6

DANC 2	Dance Skills I (.5)
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)

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 110 and 155*
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 110 and 155*
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 110 and 155*

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 110 and 155*

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

Credit transferable: CSU

ADMJ 53 POLICE FIELD OPERATIONS

3 units • LG • Three hours lecture

This course covers the history and development of patrol philosophy; planning for field activities to include functions of patrol, traffic and other preliminary investigative duties of the field officer; techniques for planning patrol activities; handling complaints and requests for services; mechanics of field interviews, searches and arrests; the handling of traffic-related problems; civil and domestic disturbances; and other community crime incidents.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155*

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 110 and 155*

Credit transferable: *CSU*

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 110 and 155*

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.

Advisories: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110*

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 110*

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 110*

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 AND PHOTOGRAPHY

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110*

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 110 and 155*

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 110 and 155*

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 of 6 units.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110

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 110 and 155

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 DESIGN

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

General Ed. Credit: MPC, Area C

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 collé 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 39A CREATIVE DIGITAL MEDIA I

2 units • LG-C/NC • One hour lecture; two hours lab

This course is designed to integrate fine art and computer technology. Content includes technical terms and concepts needed for digital image making such as scanning, importing images, color and printing issues, and drawing and painting with the computer. Software is used for student projects, and some assignments combine digital and traditional art media. May be taken four times based on a new version of software.

Course advisory: Concurrent enrollment in ART 49

Credit transferable: CSU

ART 39B CREATIVE DIGITAL MEDIA II

2 units • LG-C/NC • One hour lecture; two hours lab

A continuation of ART 39A, this course will enable art students to use the computer to further their studies in drawing, painting, printmaking, weaving, jewelry, color, and/or photography. Emphasis is on individualized projects. Additional software such as InDesign, Flash, and Dreamweaver may be used. Concepts such as vector objects, typography, time, and interactivity are introduced. May be taken four times based on a new version of software.

Prerequisite: ART 39A

Course advisory: Concurrent enrollment in ART 49

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 110 and 155

Credit transferable: CSU

ART 41 GRAPHIC DESIGN: IMAGES AND TYPE

3 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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110

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 110

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 approach 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. May be taken two times for credit.

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

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.

Course advisory: ART 70A

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 81A KILN-FORMED GLASS I

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 81B KILN-FORMED GLASS II

3 units • LG-C/NC • Six hours studio

This course continues the investigation of the properties of glass by fusing glass in the kiln and slumping it into molds. Ceramic mold making for this purpose is part of the curriculum. Emphasis is placed on the creative potential of the medium and on personal conceptual development. 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 unit • 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 introductory course covers metalworking processes for making original jewelry and small metal art objects. Instruction focuses on historical and contemporary designs, project demonstrations, hands-on practice, equipment usage and safety issues. Experimentation and finished projects include basic techniques such as cutting, filing, soldering, joining, forming, stone setting, finishing, and surface treatments. May be taken four times for credit.

Course advisory: ART 22

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, champeve, 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 units • 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

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 also be considered and discussed.

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.

Credit transferable: CSU

PHOT 56 PHOTOGRAPHIC LIGHTING

3 units • LG-C/NC • Two hours lecture; three hours lab

Students learn the study and practice of location and studio lighting of portraiture, still life, table top, architecture, artwork in both flat and 3-D. Assignments are done in color. This course is for beginning and advanced students.

Credit transferable: CSU

PHOT 60 COLOR PRINTING

3 units • LG-C/NC • Two hours lecture; three hours lab

This course provides the theory and practice necessary to produce quality color prints. Students should have adequate proficiency in the use of the camera and darkroom prior to enrollment.

Credit transferable: CSU

PHOT 70 DIGITAL PHOTOGRAPHY

3 units • LG-C/NC • Two hours lecture; three hours lab

This course provides students the theory and practice necessary to produce quality 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

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 110 and 155

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 110 and 155

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; 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 110 and 155

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

A basic course in the theory and practice of flying. The course is an approved ground school, and a passing grade is prerequisite to taking the Federal Aviation Administration Knowledge Test, preparatory to receiving the Private Pilot License. The course includes aerodynamics flight maneuvers, regulations, navigation, meteorology, human factors and flight planning.

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

This is a basic course in the theory and practice of flying under instrument meteorologic conditions. The course is an approved ground school, and a passing grade is prerequisite to taking the Federal Aviation Administration Knowledge Test, preparatory to receiving the Instrument Pilot License. The course includes aircraft and instrument systems, altitude flying, regulations, air traffic control, navigation, meteorology, human factors, flight planning, instrument charts and instrument approaches.

Prerequisite: AVIA 101

BIOLOGY

See also ANATOMY and PHYSIOLOGY.

BIOL 10 PRINCIPLES OF BIOLOGY

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

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 110 and 155

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; three hours lab; one hour by arrangement

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 110 and 155

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 110 and 155

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 110 and 155

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 by arrangement

This course covers 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.

Prerequisite: CHEM 30A

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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.

Prerequisite: CHEM 30A

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

Course advisory: MATH 261

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2; IGETC, Area 5B; MPC, Area E1

BIOL 31 ENVIRONMENTAL SCIENCE

3 units • LG-C/NC • Three hours lecture; one hour by arrangement

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 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2; IGETC, Area 5B; MPC, Area B (BIOL 31 & 32), E1

BIOL 32 ENVIRONMENTAL SCIENCE 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. Many field trips are used to emphasize local, regional, and international issues.

Prerequisite or corequisite: BIOL 31

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B3; (BIOL 31 & 32) 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 110 and 155

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 class 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 75 BIOLOGICAL FIELD STUDIES

1 unit • C/NC • One-half hour lecture; one and one-half hours lab

This course covers various natural history subjects, including local wildflowers, forests of the central coast, 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

BUSINESS

BUSI 1A FINANCIAL ACCOUNTING

4 units • LG-C/NC • Four hours lecture

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 110 and 155; eligibility for MATH 261; BUSI 120A*

Credit transferable: *CSU, UC*

General Ed. Credit: *MPC, Area E2*

BUSI 1B MANAGERIAL ACCOUNTING

4 units • LG-C/NC • Four hours lecture

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 110 and 155; eligibility for MATH 261*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 online.

Advisories: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

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 the following topics: creating a productive work environment, appraising and improving performance, implementing compensation and security, strengthening employee-management relations, and international management of human resources. Also offered online.

Advisories: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

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 110 and 155

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 online.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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. Also offered online.

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 110 and 155

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 110 and 155

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 110 and 155

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 technology 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. Courses may be taken up to four times provided there is a change in content, such as 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 skills 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.

Course advisory: BUSC 104A

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 110 and 155

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 110 and 155

BUSC 131A IMAGE PROCESSING FOR BUSINESS: ADOBE PHOTOSHOP

1 unit • LG-C/NC • Total hours: Fifty-one hours lab

Students are provided hands-on training in graphic design and photo imaging using the commercial program Adobe Photoshop. Sample artwork and business projects will be presented as exercises in self-paced environments using IBM-compatible PCs. Visual assignments introduce digital artwork, photo editing, special effects and Web elements. May be taken four times based on a new version of software.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

BUSC 131B IMAGE PROCESSING FOR BUSINESS: ADOBE PHOTOSHOP ELEMENTS

1 unit • LG-C/NC • Total hours: Fifty-one hours lab

Students are provided hands-on training in graphic design and photo imaging using the commercial program Adobe Photoshop Elements. Sample artwork and business projects will be presented as exercises in self-paced environments using IBM-compatible PCs. Visual assignments introduce digital artwork, photo editing, special effects and Web elements. May be taken four times based on a new version of software.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

BUSC 131C IMAGE PROCESSING FOR BUSINESS: MICROSOFT DIGITAL IMAGE SUITE

1 unit • LG-C/NC • Total hours: Fifty-one hours lab

Students are provided hands-on training in graphic design and photo imaging using the commercial program Microsoft Digital Image Suite. Sample artwork and business projects will be presented as exercises in self-paced environments using IBM-compatible PCs. Visual assignments introduce digital artwork, photo editing, special effects and Web elements. May be taken four times based on a new version of software.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

BUSC 131D IMAGE PROCESSING FOR BUSINESS: ULEAD PHOTOIMPACT

1 unit • LG-C/NC • Total hours: Fifty-one hours lab

Students are provided hands-on training in graphic design and photo imaging using the commercial program Ulead PhotoImpact. Sample artwork and business projects will be presented as exercises in self-paced environments using IBM-compatible PCs. Visual assignments introduce digital artwork, photo editing, special effects and Web elements. May be taken four times based on a new version of software.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

General Ed. Credit: MPC, Area E

BUSC 136 ESSENTIAL COMPUTER SKILLS

1 unit • C/NC • Total hours: Fifty-one hours lab

In this survey computer course, students learn basic computer skills to prepare for college and employment. Self-paced instruction focuses on the need of the individual to be prepared for automated business skills including hardware introduction, Microsoft Windows, applications software, Internet access, sharing files on a network, understanding different storage media, and basic operations of image scanning.

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 110 and 155

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 110 and 155

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) (CHEM 30A + CHEM 30B = CAN CHEM SEQ B)

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) (CHEM 30A + CHEM 30B = CAN CHEM SEQ B)

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 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D7, E; IGETC, Area 4G; 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

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 classes: 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 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 110

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 110

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 110

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 110

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 110 and 155

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 110 and 155***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 110 and 155***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 110 and 155***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 110***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. Also offered online.

Advisories: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***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 110 and 155

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 110

CHDV 452 CHILD CARE LABORATORY

0 units • NC • Three hours laboratory

Lab work consists of projects done at the Children's Center.

Enrollment Limitation: Third- or fourth-semester student with child/center in the MPC Children's Center

CHINESE

See WORLD LANGUAGES.

CINEMA/VIDEO

See ART.

COMMUNICATION STUDIES

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 110 and 155

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 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 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 110 and 155

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.

Course advisories: CSIS 1; MATH 263

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 data 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 110 and 155

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 110 and 155

Credit transferable: CSU, UC

CSIS 50 MS OFFICE APPLICATIONS

2 units • LG-C/NC • Two hours lecture

This course in information management software introduces the MS Windows operating system and user interfaces, the Internet and e-mail, and the MS Office Suite of applications programs including MS Word, Excel, Access and PowerPoint. May be taken three times based on a new version of software.

Corequisite: CSIS 50L

Credit transferable: CSU

CSIS 50L MS OFFICE APPLICATIONS LAB

1 unit • LG-C/NC • Two hours lab; one hour per week by arrangement

This course in information management software introduces the MS Windows operating system and user interfaces, the Internet and e-mail, and the MS Office Suite of applications programs including MS Word, Excel, Access and PowerPoint. May be taken three times based on a new version of software.

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 AND LINUX

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

This course provides an introduction to the UNIX and Linux operating systems that includes file and directory manipulation, access permissions, use of shell commands, networking, the X Window graphical interface, customization of user environment, and an introduction to shell programming. 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 110 and 155

Credit transferable: CSU

CSIS 82 UNIX AND LINUX SYSTEM ADMINISTRATION

1.5 units • LG-C/NC • One hour lecture; one and one-half hours lab

This course provides experience in UNIX and Linux 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 110 and 155

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 110 and 155

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 110 ESSENTIAL MICROSOFT SKILLS

1 unit • LG-C/NC • One hour lecture

This course is an introduction to software available for Windows personal computers. It is a survey class that demonstrates use and options for a variety of programs commercially and freely available, including operating system and utility, Internet, e-mail, word processing and publishing, digital imaging, finance, databases, and website creations. May be taken four times based on a new version of software.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

CSIS 111 ESSENTIAL PC MAINTENANCE

1 unit • LG-C/NC • One hour lecture

This class overviews the maintenance and repair of a desktop PC. Students learn how to back up data, add memory, install and configure hard and floppy drives, and reinstall Windows.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

CSIS 112 CONFIGURE AND SECURE YOUR HOME NETWORK

1 unit • LG-C/NC • One hour lecture

This course will cover the basics of configuring and securing file and printer sharing in a wired and/or wireless home network as well as how to establish Internet connectivity through a DSL or cable router.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

CSIS 113 USING YOUR DIGITAL CAMERA

1 unit • LG-C/NC • One hour lecture

An introduction to the use of digital cameras and simple photo manipulation. Survey course to create, edit, manage, and print digital photos. May be taken four times based on a new version of software.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

CSIS 114 GAME PROGRAMMING: BEHIND THE SCENES

1 unit • LG-C/NC • Total hours: Fourteen hours lecture; ten hours lab

This class introduces game development with Blitz BASIC, an easy-to-use programming language for beginners. It covers 2D computer graphics, animation, sound and music as applied to the incremental development of a real video game that students can modify on their own. The class concludes with a demonstration of 3D graphics programming.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

CSIS 115 LINUX FOR THE HOME AND OFFICE

1 unit • LG-C/NC • Total hours: Fourteen hours lecture; ten hours lab

Discover the range of software Linux provides for the home and small business computer user. Learn to install Linux, use powerful office productivity tools, manage finances and customer relations, manipulate graphics and photos, and set up your own web and e-mail servers. May be taken four times based on a new version of software.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

CSIS 120 INTRODUCTION TO MICROSOFT WORD FOR EDUCATORS

1 unit • LG-C/NC • Total hours: 4 hours lecture; 21 hours lab; 14 hours by arrangement

This class covers the basics of Microsoft Word for educators. Students learn efficient use of files and folders, text formatting, printing options, insertion of graphics and toolbar modification. May be taken four times based on a new version of software.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

CSIS 121 INTRODUCTION TO POWERPOINT FOR EDUCATORS

.5 unit • LG-C/NC • Total hours: 4 hours lecture; 12 hours lab; 8 hours by arrangement

This class provides a brief introduction to Microsoft PowerPoint for educators. Students create and modify their own presentations, effectively arranging text, graphics, animation and slide transitions. The class also covers effective presentation techniques. May be taken four times based on a new version of software.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

CSIS 122 INTRODUCTION TO EXCEL FOR EDUCATORS

.5 unit • LG-C/NC • Total hours: 4 hours lecture; 12 hours lab; 8 hours by arrangement

This class provides a basic introduction to Microsoft Excel for educators. Students learn how to enter and format data, use formulas and functions, and create and modify tables, charts and schedules. May be taken four times based on a new version of software.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

COOPERATIVE WORK EXPERIENCE

COOP 91 COOPERATIVE WORK EXPERIENCE

1-16 units • LG • Seventy-five hours paid employment for each unit of credit or 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 or 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 105 DENTAL HEALTH SCIENCE

2 units • LG • Two hours lecture

This course provides an overview of the human body in health and disease, with special emphasis on oral health promotion, disease, prevention and control. This coursework will form the foundation for future dental assisting classes.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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

DNTL 111 DENTAL PHARMACOLOGY AND ORAL PATHOLOGY

3 units • LG • Total hours: Forty-eight hours lecture

Description and use of drugs usually found in the dental office, types of materials and equipment used to anesthetize patients, post-injection complications and dental office emergency procedures. Description of oral lesions and diseases.

Prerequisite: DNTL 100

DNTL 112 OFFICE MANAGEMENT

1.5 units • LG • Total hours: Sixteen hours lecture; twenty-four hours lab
Instruction in the role of the dental assistant as receptionist, secretary, and office manager; communication, oral and written; appointment control; record keeping; case presentation; dental insurance forms; supply and inventory control; fees and management of accounts. Hands-on application of computer use in the dental office.
Prerequisite: DNTL 100

DNTL 113 INTERMEDIATE RADIOGRAPHY

1.5 units • LG • Total hours: Eight hours lecture; forty-eight hours lab
Practice in making full-mouth radiographic examinations on patients, technical evaluation of processed films, recognition of radiographic landmarks, instruction in extra-oral techniques. Radiography for children, elderly, and special problems.
Prerequisites: DNTL 100 and 103

DNTL 114 CHAIRSIDE ASSISTING III

2.5 units • LG • Total hours: Twenty-four hours lecture; forty hours lab
Continuation of DNTL 104. Emphasis is on fixed and removable prosthodontics, operative and laboratory procedures associated with fabrication of temporary and permanent replacements of natural dentition and oral structures.
Prerequisites: DNTL 100, 102, and 104

DNTL 115 DENTAL SPECIALTIES

2 units • LG • Total hours: Sixteen hours lecture; forty hours lab
Covered in this course are the dental specialties: Orthodontics, Oral and Maxillofacial Surgery, Pediatric Dentistry, Periodontics, Endodontics and the associated assisting functions. Duties associated with specialty dentistry and delegated to the dental assistant and registered dental assistant in the California Dental Practice Act are taught to a level of competence. Completion of this course fulfills the State Board requirement for certification in Coronal Polishing. The importance of legal/ethical issues is addressed throughout the course.
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 E2

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 110
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 110
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 110

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 110

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 8A BEGINNING SCREENWRITING

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

This practical and experiential course provides an overview of the history and process of writing for the film and television media. The focus of the course is on the basic elements, principles and practices of screenwriting with an emphasis on visualization, visual writing, the creation of scenes and story structure.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

DRAM 8B INTERMEDIATE SCREENWRITING

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

This experiential course reveals the storytelling process of scenes and sequencing in screenwriting through script and film breakdown and analysis.

Prerequisite: DRAM 8A

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 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 110

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. May be taken four times for credit.

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. May be taken four times for credit.

Credit transferable: CSU

DRAM 67 REHEARSAL AND PERFORMANCE WORKSHOP - ORIGINAL

2 units • LG-C/NC • Six hours lab

This course is 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 an original play. May be taken four times for credit.

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. May be taken four times for credit.

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

DRAM 440 REHEARSAL AND PERFORMANCE

0 units • NC • Total hours: Ninety-six hours lab

Students receive instruction in how to rehearse and perform in a full-length play or series of scenes. Body and vocal techniques, and memorization and consistency are emphasized. The course 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 110

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 110

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 110

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 110

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 110 and 155

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 110 and 155

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 a regraphical 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 110 and 155

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 110 and 155

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

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

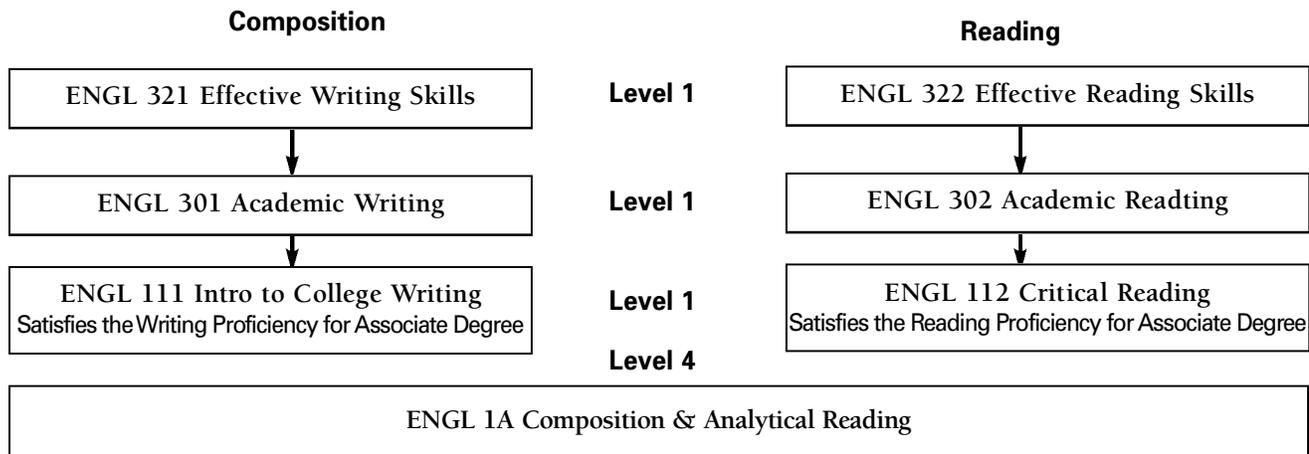
This is a hands-on introduction to modern robotics using the industry-standard BASIC Stamp microcontroller. Topics include construction, movement, object detection/avoidance, programming PBASIC, subsumptive programming and emergent behavior. Students may purchase their own robotics kit or use school-provided kits. No prior electronics experience needed.

Advisory: Eligibility for MATH 263

Course advisory: CSIS 1

Credit transferable: CSU

ENGLISH SEQUENCE



ENGL 1A COMPOSITION AND ANALYTICAL READING

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

This course is designed to engage students in the analysis, discussion, and appreciation of the ideas and literary craft in essays and books by our best professional writers. Students are expected to write essays that logically develop a thesis, are written in an engaging style, and are free from syntactical/mechanical errors. 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 110

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. Only offered online.

Prerequisite: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; 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, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 15 INTRODUCTION TO LINGUISTICS

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

This course is an introduction to sociolinguistics and the study and analysis of languages, based on a survey and evaluation of the English language. It includes inquiry and problem-solving as to the nature of language development, language universals and differences among languages, sound patterns, change and diversity, language acquisition and the relationship of linguistics to other allied disciplines. Also offered online.

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*

This course provides an introduction to the Bible as a literary document, with a focus on composition, forms, style and symbolism including consideration of the historical and cultural significance of the Bible as literature.

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*

The course focuses on the short story as a literary form. Selected stories are read, discussed and evaluated within their historical and literary contexts and within the conventional norms for the genre. Emphasis is placed on representative stories from various historical and cultural contexts from both America and Europe.

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 110**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 110**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. Only offered online.

Prerequisite: Eligibility for 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. Only 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*

Surveys a selection of representative masterworks from key periods of western culture, from the Greeks to the Renaissance. All major genres are covered, including poetry, narrative, and drama. Includes discussion, writing, and the application of critical techniques as a means of developing critical analysis. Also offered online.

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*

Surveys a selection of representative masterworks from key periods of western culture, including the Enlightenment, Romantic period, Victorian, and Modern. All the major genres are covered, including poetry, narrative, and drama. Includes discussion, writing, and the application of critical techniques as a means of developing critical analysis. Also offered online.

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*

This class provides a survey of outstanding British writers and significant literary trends from Beowulf through the 18th Century. Emphasis is placed 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 110 and 155***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 110 and 155***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 110 and 155***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 • Four hours lecture

This course offers instruction in essay structure with an emphasis on thesis statement, essay development, and editing for repetition and redundancy. ENGL 301 prepares students for ENGL 111. Coursework may include individualized work in English and Study Skills Center. Writing requirement: 4,000 words. Concurrent enrollment in ENGL 302 is recommended.

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 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 is strongly recommended.

Prerequisite: *ENGL 351*

ENGLISH AND STUDY SKILLS CENTER

ENGL 50 WRITING WITH COMPUTERS

.5 unit • C/NC • Total hours: Twenty-five and one-half 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 • Fifty-one hours lab by arrangement for each unit of credit

English 300 is for all students who want to improve their written composition, reading, and/or study skills for the purposes of academic and/or vocational preparedness. Instructors work with students to assign a program of study and meet with students regularly to monitor progress on assignments. Computers are available for the completion of English 300 coursework. Adult-level materials and instruction are provided; course is not appropriate for children. May be taken for a maximum of three units.

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-five and one-half 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-five and one-half 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.

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-five and one-half 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.

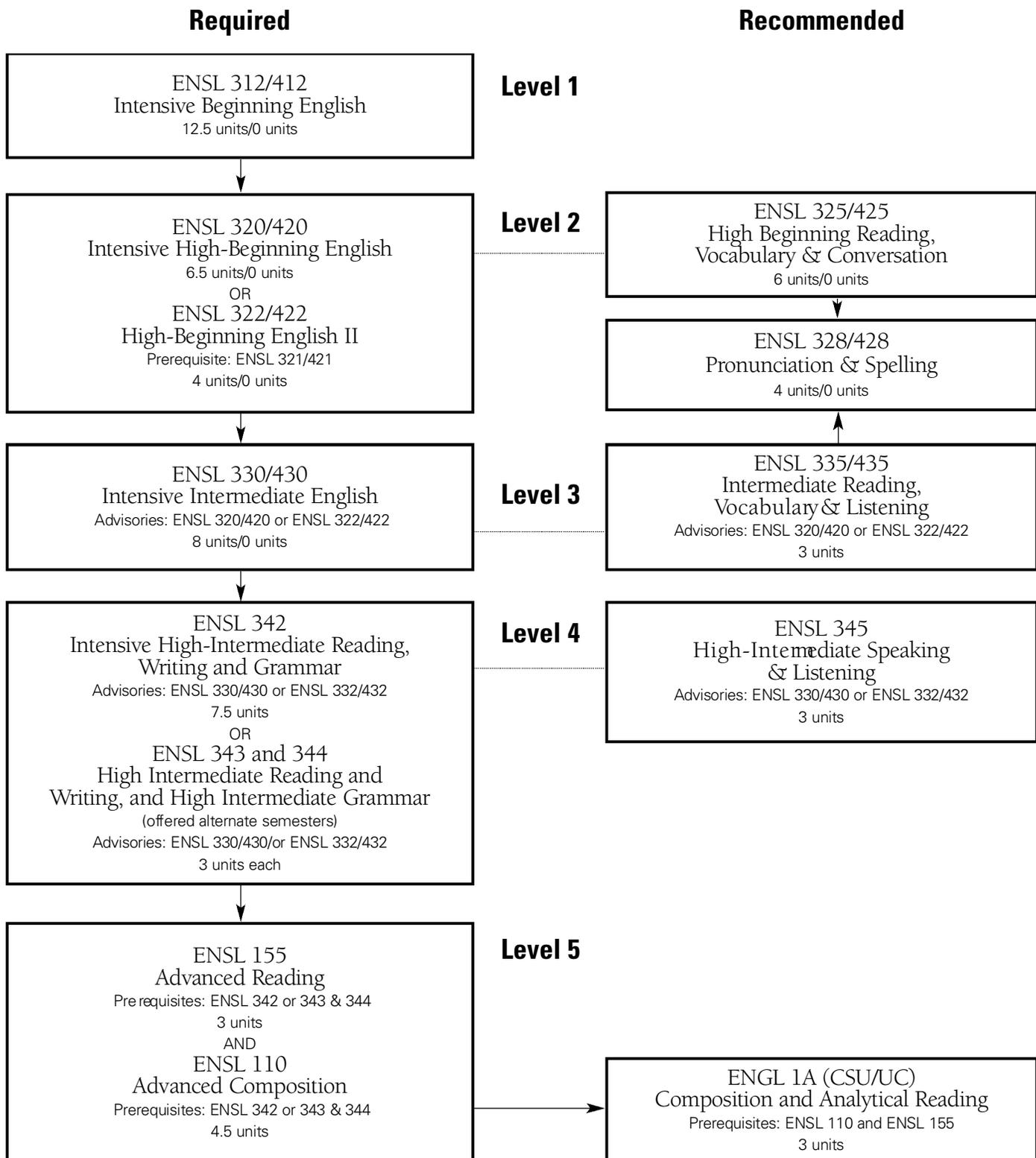
ENGL 400 INDIVIDUALIZED ENGLISH AND STUDY SKILLS

0 units • NC • 1.5 to 9 hours per week by arrangement

English 400 is for all students who want to improve their written composition or study skills for the purposes of academic preparedness. Students meet regularly with an instructor while working on an individualized program of study. Computers available for the completion of ENGL 400 coursework. Adult-level materials and instruction are provided; course is not appropriate for children.

English as a Second Language Sequence Chart

ENSL SEQUENCE



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

.5-2 units/0 units • C/NC • Total hours: Seventeen hours lecture for one unit of credit

This course, at the beginning or high-beginning level for non-native speakers, emphasizes listening, vocabulary, and conversation in situational contexts. May be taken for a maximum of two units.

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 conversational skills. May be taken two times for credit.

ENSL 326/426 ENGLISH SKILLS FOR SUCCESS I

.5-4 units/0 units • C/NC • Total hours: Seventeen 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. May be taken for a maximum of four units.

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

.5-2 units • C/NC • Total hours: Seventeen hours lecture for one unit of credit

This course, at the low-intermediate or intermediate level for non-native speakers, emphasizes listening, vocabulary, conversation in situational contexts. May be taken for a maximum of two units.

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 110 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 110 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*

Prerequisite or Corequisite: *ENSL 155 or qualifying assessment results*
General Ed. Credit: *MPC, Area A1*

ENSL 155 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; or qualifying assessment results.*

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 110

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

This course is a study of intercultural relations in American society. It considers the origins and explanatory models of differential status, the sociological profile of American ethnic groups and the major issues of intercultural and race relations.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110

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

This course analyzes the relationship between African-Americans and the American political system at the national, state, and local levels. Emphasis is placed on the American political systems, its political institutions, the principles and processes that give rise to them and their impact on African-Americans as a racial and ethnic minority in the context of American political democracy. Also offered as Political Science 16; credit may be earned only once.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D3, D8; IGETC, Area 4C, 4H; MPC, Area D

ETNC 18 LATINOS IN AMERICAN GOVERNMENT

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

This course analyzes the relationship between Latinos and the American political system at the national, state, and local levels. Emphasis is placed on the American political systems, its political institutions, the principles and processes that give rise to them and their impact on Latinos as an ethnic minority in the context of American political democracy. Emphasis is also placed on the Mexican-American political experience. Also offered as POLS 18; credit may be earned only once.

Advisory: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D; 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 110

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 110

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 Middle East, and Latin America, focusing on the ways in which women work for freedom and justice. Class interest determines the geographical areas to be stressed. Also offered as Anthropology 30 and Women's Studies 30; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 110

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 110

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 110

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 110 and 155

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 110 and 155

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 110 and 155

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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 socio-economic, political, international and technological influences on fashion. Emphasis is placed on all levels of the fashion industry.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

Credit transferable: CSU

FASH 63 TAILORING

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

Analysis and application of traditional and contemporary apparel design and production processes for custom-produced tailored apparel will be covered.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155
Credit transferable: CSU

FASH 68 FLAT PATTERN DESIGN

3 units • LG-C/NC • Three hours lecture; one-half hour by arrangement

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 110 and 155
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 110 and 155
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 110 and 155
Credit transferable: CSU

FASH 75 SEWING SPECIALITY 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 110 and 155
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 110 and 155
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 110 and 155
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 110 and 155
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 110 and 155
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 110 and 155

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 110 and 155

FASH 401 FIBER ARTS

0 units • NC • One-half hour lecture

This course provides an opportunity for students to study a variety of fiber arts. The vocabulary and techniques of various fiber arts will be introduced and demonstrated. Students will create a design for a fiber arts product. Techniques may include quilting, clothing embellishment, beading, knitting, and fabric manipulation. Activities may include trunk shows.

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 scene 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-phrases 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 OF 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 fire-fighting.

FIRE 105 FIREFIGHTER 1 ACADEMY

17 units • C/NC • Two hundred thirty-nine hours lecture; one hundred ninety-eight hours lab

This course provides the students with the State Fire Marshal's Office educational requirements for certification as Firefighter 1.

Prerequisites: EMMS 170; Biddle, CPAT or JPAC physical agility test; physical examination

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

FIRE 106 FIREFIGHTER 2 ACADEMY - ADVANCED FIREFIGHTING

2.5 units • LG-C/NC • Total hours: Thirty hours lecture; sixty hours lab

This course is designed to meet the State Fire Marshal Firefighter 2 curriculum of State Fire Training. This course provides the student with advanced skills in firefighting, rescue, fire prevention, fire investigation and some pump operations. Meets requirements for State Certified Firefighter 2.

Prerequisites: FIRE 105

FIRE 107 HAZARDOUS MATERIALS/OPERATIONAL AND DECON

2 units • C/NC • Total hours: Thirty-four hours lecture

This course deals with the recognition and identification of hazardous materials; learning how to deal with toxic exposure; protective clothing; personal and public safety considerations and decontamination and confinement techniques.

FIRE 108 CONFINED SPACE RESCUE - AWARENESS LEVEL

.5 unit • C/NC • Total hours: Eight hours lecture

This course is designed to provide the students with the information necessary to respond to confined space rescues as an initial responder. Information is provided regarding ventilation evaluation and procedures, operational needs and position, communications and permit development. May be taken for a total of two times.

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 118 INCIDENT COMMAND SYSTEM 100/200

1 unit • C/NC • Total hours: Sixteen hours lecture

This course is designed for entry-level fire students who will assist at an incident at a support level. They will receive an understanding of the principles of the Incident Command System. This course reviews ICS organization, basic terminology, management functions, span of control, the Action Plan and common responsibilities.

FIRE 119 INCIDENT COMMAND SYSTEM 300/400

3 units • C/NC • Total hours: Forty-eight hours lecture

This course is designed for management-level fire students who will act in command and staff positions during an incident or event. They will receive detailed instruction in organizing for incidents, incident resources management, air operations, incident planning, command and general staff responsibilities, unified command, major incident management, area command and ICS for executives.

Prerequisite: FIRE 118

**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 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 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 LANGUAGE

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155***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 110 and 155***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 110 and 155***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 110 and 155***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 concurrent cultures of the Minoans, Mycenaean Greeks, neo-Babylonians, Hittites and the old Testament Hebrews, focusing on the history, art, religion and literature. 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 (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 light 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. The class concludes with a survey of Byzantine history, art, and literature.

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*

This period was one in which the foundation for the modern world is established. Although there were devastating religious wars and the creation of the absolute state by Louis XIV in France, the lasting impact of this period is evident in the emergence of the 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. Additionally, it examines the connections between this history foundation and the 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 realism in the arts.

GENT 413 THE END OF INNOCENCE (1870-1918)

0 units • NC • Total hours: Sixteen hours lecture

The course describes the forces of nationalism that shaped Europe leading up to and including World War I. It also explains the meaning and importance of the age of "isms": impressionism, realism, symbolism, 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 examines 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, philosophy, and music.

GENT 415 WORLD WAR II TO THE PRESENT (1945-Present)

0 units • NC • Total hours: Sixteen hours lecture

The course examines the selected aspects of world history and culture 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 417 GENERAL STUDIES: 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, current events, and expanded world history topics. 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 110

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 110

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 110

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D5; IGETC, Area 4E; MPC, Area D

GEOLOGY

GEO 2 INTRODUCTORY GEOLOGY

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

This is an introduction to geology including stream valleys, volcanoes, folded mountains, glaciers, faults, rocks, minerals, fossils, map reading, earthquakes, land slides, weathering, erosion, groundwater and plate tectonics. Also offered in the Living Room Series. (CAN GEOL 2) (GEOL 2 + GEOL 2L = CAN GEOL 2)

Corequisite: GEOL 2L

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: (GEOL 2 & 2L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

GEO 2L INTRODUCTORY GEOLOGY LAB

1 unit • LG-C/NC • Three hours lab

This course offers fundamental laboratory studies and examination of the topics introduced in 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 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: (GEOL 2 & 2L) CSU, Area B3; IGETC, Area 5A; MPC, Area B

GEO 8 EARTH CATASTROPHES AND DISASTERS

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

This course covers the application of basic principles of Earth processes, including tectonics, erosion, climate and wind to issues of catastrophic and disastrous events from a global perspective. Topics will include earthquakes, landslides, floods, severe weather, tsunamis, and volcanoes. Two weekend field trips are required.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A; MPC Area B

GEO 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 is a training course for the care of victims of accidents or sudden illness. Splinting, CPR, hemorrhage, and emergency childbirth are covered. American Heart Association or American Red Cross Advanced First Aid and CPR cards are given for performances at the letter grade "C" or better.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU, UC

HLTH 7 WOMEN'S HEALTH ISSUES

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

This course focuses on 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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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, airway obstruction, and Automated External Defibrillation (AED) techniques. Use of resuscitation masks with one-way valves. May be taken four times for credit.

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 110 and 155

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 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGETC, 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 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGETC, 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; IGETC, 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 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2, D; IGETC, 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 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2, D; IGETC, 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 110

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D3, D6; IGETC, 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 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D4, D6; IGETC, 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 110***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D4, D6; IGETC, 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 110 and 155***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 110 and 155***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 110 and 155***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 110 and 155***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 110 and 155***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 110 and 155***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 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area C2, D; IGETC, Area 3B, 4F; MPC, Area D***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 110 and 155***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 110***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 110***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 110 and 155

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 by arrangement

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 evaluation 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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

Credit transferable: CSU

HOSP 72 CULINARY ARTS BASICS

.5 unit • LG-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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

HOSP 73 STOCKS, SOUPS, SAUCES

.5 unit • LG-C/NC • Total hours: Four hours lecture; twelve hours lab

This course includes the use of seasonings and thickening agents, categories of soups, preparation of classical sauces, and emulsions. Lab included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

HOSP 74 VEGETABLES, RICE, PASTA

.5 unit • LG-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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

HOSP 75 FISH, POULTRY, MEAT

.5 unit • LG-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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

HOSP 76 GARDE MANGER

.5 unit • LG-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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

HOSP 77 BAKESHOP: YEASTED AND NON-YEASTED BREADS

.5 unit • LG-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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

HOSP 78 BAKESHOP: BASIC BAKING TECHNIQUES

.5 unit • LG-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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

HOSP 79 MENU PLANNING AND PRESENTATION FOR FOOD SERVICE PROFESSIONALS

.5 unit • LG-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 and styles of service. Lab included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

HOSP 81 BAKESHOP: PIES AND TARTS

.5 unit • LG-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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

HOSP 82 BAKESHOP: CAKES, TORTES AND DECORATING TECHNIQUES

.5 unit • LG-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. It is recommended that students have some basic baking experience.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

HOSP 83 BAKESHOP: FRENCH PASTRIES AND RESTAURANT-STYLE DESSERTS

.5 unit • LG-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, crème brûlée, crème caramel, tiramisu, frozen soufflé, sauce production and dessert garnishes will be covered. Previous baking courses or experience recommended.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

HOSP 84 INTRODUCTION TO CHOCOLATE

.5 unit • LG-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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

HOSP 85 BEVERAGE PREPARATION AND SERVICE

.5 unit • LG-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 110 and 155

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 110

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 110

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

Credit transferable: CSU

INTERDISCIPLINARY STUDIES

INDS 430 MONTEREY BAY MARITIME HISTORY AND ART

0 units • NC • Total hours: Sixty-eight lab/activity

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: Thirty-one to one hundred fifty hours laboratory

This course is designed to train docents at Monterey State Historic Parks. Topics will provide an overview of the early history of Monterey, through several historic periods dating from 4000 to 5000 years of Native American history, through the beginnings of the California Gold Rush. Students will learn to conduct interpretive tours of the parks.

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 110 and 155

Credit transferable: CSU

INTD 50B INTERIOR DESIGN II

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

This course is organized as though the 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 110 and 155

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 110 and 155

Credit transferable: CSU

INTD 52 FUNDAMENTALS OF LIGHTING

2 units • LG-C/NC • Two hours lecture

Students will explore residential, commercial and institutional lighting systems including concepts of psychology, perception, color, lamps, luminaries and design. New technologies and energy conservation will be emphasized.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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.

LAW ENFORCEMENT TRAINING PROGRAM

LETP 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

LETP 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: LETP 144A

LETP 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

LETP 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: LETP 145A

LETP 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: LETP 145B

LETP 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 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 110 and 155

LETP 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 110 and 155

LETP 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.

LETP 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

LETP 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

LETP 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 110 and 155*

LETP 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)

LETP 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)

LETP 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.

LETP 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)

LETP 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.

LETP 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.

LETP 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.

LETP 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.

LETP 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.

LETP 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 110 and 155*

LETP 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 110 and 155*

LETP 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)

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 I: 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 • LG-C/NC • Three hours lab*

Satisfies the MPC Information Competency Graduation Requirement. 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. Also offered online.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**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. Also offered online.

Credit transferable: CSU**General Ed. Credit: MPC, Area E2****LIBR 61 FAMILY RESEARCH STUDIES: GENEALOGY II***3 units • LG-C/NC • Three hours lecture*

Students learn the methodologies for searching and analyzing genealogy's primary record groups: census, tax, probate, land, property, newspaper, biography, and military records, as well as learning how to read the handwriting of the 18th and 19th centuries, focusing on the years 1790 to 1850 while concurrently using the Internet, traditional library and archival sources. Also offered online.

Advisories: Completion of LIBR 60; eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU****LIBR 62 FAMILY RESEARCH STUDIES: GENEALOGY III***3 units • LG-C/NC • Three hours lecture*

This course covers advanced genealogy research methods, as well as Internet and library sources for researching foreign records and resources. Included are methodologies for extending family lines beyond the U.S. to other countries. Also offered online.

Advisories: Completion of LIBR 61; eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable: CSU****LIBR 63 FAMILY RESEARCH STUDIES: GENEALOGY IV***3 units • LG-C/NC • Three hours lecture*

Students develop experience and skills in preparing genealogical client reports or publish a family history in electronic format in Word, WordPerfect, on a CD-ROM, DVD, video, audio, or a website. Also offered online.

Advisories: Completion of LIBR 62; eligibility for ENGL 111 and 112 or ENSL 110 and 155**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. Also offered online.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

LIBR 80 INTERNET LITERACY

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

Satisfies MPC's Information Competency Graduation Requirement. 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. It is recommended that students possess basic computer skills (Mac or PC) before enrolling. Also offered online.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

Course advisory: OCEN 2

Credit transferable: CSU

MAST 31 EXPLORING OCEAN CAREERS

2 units • LG-C/NC • Two hours lecture

Students are introduced to the ocean economy and career opportunities in these fields. Emphasis is placed on general and technical skills, and on the knowledge and abilities employers find most valuable. Also offered online.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

MAST 34 RESEARCH DIVING AND SAFETY

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

An introduction to research diving, safety guidelines, physics and physiology of diving, and the marine environment. Upon successful completion, students can obtain a NAUI Master Diver Certification. This course is aligned with the American Academy of Underwater Science's Scientific Diving standards. Basic diving certification from a nationally recognized agency approved by the MAST Department Head is required prior to enrollment.

Prerequisite: Basic diving certificate

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155*

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*

General Ed. Credit: *CSU, Area B1*

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

.5 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.

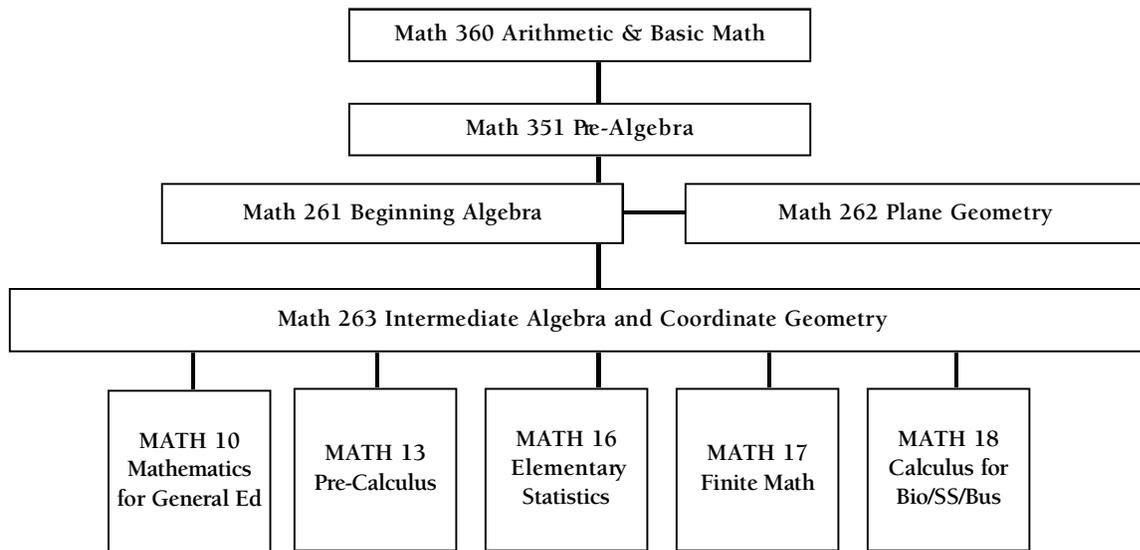
MAST 201 EXPLORING MARINE SCIENCE AND TECHNOLOGY OPPORTUNITIES

.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 SEQUENCE



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 110 and 155

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 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area A2

MATH 13 PRE-CALCULUS

4 units • LG • Five hours lecture

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 110 and 155

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: 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 are drawn from applications in the social sciences, biological sciences and business. This course includes a computer component. Calculations will be done with the aid of a desktop computer or with a handheld computer/calculator having built-in functions. Also offered online. (CAN STAT 2)

Prerequisite: MATH 263

Advisories: Prerequisite completed within last two years; eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

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

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

Credit transferable: CSU, UC

MATH 32 DIFFERENTIAL EQUATIONS

3 units • LG • Four hours lecture

This course covers an introduction to ordinary differential equations, classical solutions, Laplace transforms, and series solutions. (CAN MATH 24)

Corequisite: MATH 20C

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155; MATH 20C completed within the last two years

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 110 and 155

Credit transferable: CSU, UC

MATH 261 BEGINNING ALGEBRA

4 units • LG • Six hours lecture

This lecture 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. Also offered online.

Advisories: Completion of MATH 351; eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

General Ed. Credit: MPC, Area A

MATH 262 PLANE GEOMETRY

3 units • LG • Four hours lecture

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 110 and 155

General Ed. Credit: MPC, area A

MATH 263 INTERMEDIATE ALGEBRA AND COORDINATE GEOMETRY

4 units • LG • Five hours lecture

This course covers 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, and an introduction to coordinate geometry. Also offered online.

Prerequisite: MATH 261; or MATH 261X and 261P or equivalent

Advisories: Prerequisite completed within the last two years; eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

MATH LEARNING CENTER

The Math Learning 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 SUPERVISED TUTORING: MATHEMATICS

0 units • NC • Up to nine arranged hours per week

This course is designed to provide supervised tutoring for students concurrently enrolled in a mathematics course or any course which requires mathematics skills to complete the course work. Must be referred by an instructor.

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 110 and 155

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 AND 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 110 and 155. 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 110 and 155. 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 110 and 155*

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, Program Director clearance, and mal-practice insurance*

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 110*

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 110*

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 110*

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 110*

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 or LG-C/NC or 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; 212-363-5555, ext. 153
Website: www.nlnac.org

California Board of Registered Nursing

P.O. Box 944210
Sacramento, CA 94244
916-322-3350
website: www.rn.ca.gov

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 FOR HEALTH PROFESSIONALS

.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 110 and 155**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 110 and 155**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 110 and 155**Credit transferable: CSU****OCEANOGRAPHY****OCCN 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 110 and 155

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 included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

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 included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 this course. Field trips included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 110 and 155*

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 biennial 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 • One hour 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 (RxIC) candidates. Topics include the responsibilities of an RxIC such as designing prescribed burn plans, designing prescribed fire incident action plans, and working with cooperating agencies.

PARK 184 HISTORIC PRESERVATION

1 unit • C/NC • Total hours: Eighteen hours lecture; eighteen hours lab
 Historical Preservation provides participants with an overview of the cultural values of buildings and structures within state historic parks and monuments. The course includes material to develop an understanding and appreciation of California State Parks' role in the historic preservation movement, including the handling of threats to historic integrity and architecturally important historic styles.

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 110 and 155*

PARK 210 SUPERVISORY COURSE

5 units • C/NC • Total hours: Seventy hours lecture; fifty hours lab

This course is designed to meet the State of California Department of Parks and Recreation-mandated required training for all newly appointed supervisors within one year of appointment. Supervisors will learn to recognize diversity, understand differences, and communicate effectively with the workforce, and understand their role within the organization. (P.O.S.T. certified)

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

1 unit • C/NC • Total hours: Twelve hours lecture; twenty-four hours lab

This course provides information necessary for successful volunteer management and specific information regarding legal issues, recruitment, selection, training and recognition of volunteers. Course content includes oversight of volunteer management programs.

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 224 SAFETY COORDINATOR TRAINING

.5 unit • C/NC • Total hours: Ten hours lecture; ten hours lab

This course offers opportunities for state park district safety coordinators to learn about safety problems and solutions. Topics covered include hazardous materials, lead-based paint, safe lifting procedures, manufacturer's safety data sheets (MSDS), CAL OSHA safety standards, and pesticides. May be taken four times for credit for ongoing training or updating.

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 225 A 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 229B ADVANCED TRAIL MANAGEMENT:
ROAD TO TRAIL CONVERSION**

1 unit • C/NC • Total hours: Eighteen hours lecture; eighteen hours lab
This course covers the process of identifying existing roads and converting them to other routes of travel. Students become familiar with landforms, interfluvia zones, and topographical crenulations.

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 232A CULTURAL RESOURCE INTERPRETATION

1 unit • C/NC • Total hours: Twelve hours lecture; twenty-four hours lab
This course provides information relating to cultural sites including interpretive trends, planning, presentation skills, media selection, and self-evaluation. Participants learn diverse styles and innovative techniques. Discussions focus on how interpretation serves a culturally diverse audience.

PARK 232B NATURAL RESOURCE INTERPRETATION

1 unit • C/NC • Total hours: Twelve hours lecture; twenty-four hours lab
Designed for field interpreters, this course offers specific techniques for planning and presenting interpretive programs working in natural areas. Discussions focus on how interpretation can serve visitors; at the same time, participants are encouraged to share their resources and techniques in these areas.

PARK 233 FACILITATOR SKILLS

.5 unit • C/NC • Total hours: Eight hours lecture; twenty hours lab
This course enables participants to more effectively manage employee meetings, employee teams, citizen meetings, advisory committees, and public hearings. May be repeated periodically for new content, ongoing training or updating. (P.O.S.T. certified)

PARK 234 COURSE LEADER

1 unit • C/NC • Total hours: Twelve hours lecture; twenty-eight hours lab
This course will establish guidelines, certification procedures, and training programs for instructors. The goal of instructor certification is to recognize achievement of education training and experience by an instructor with a demonstrated level of competence. May be repeated periodically for new content, ongoing training or updating. (P.O.S.T. certified)

PARK 235 TRAINING FOR INTERPRETIVE TRAINERS

1 unit • C/NC • Total hours: Twelve hours lecture; twenty-four hours lab
This course is designed for field interpreters. It provides new trainers with a foundations for developing and conducting introductory training workshops in interpretive program delivery. Participants are given a model training agenda and learn to develop a training program tailored to the needs of district interpretive operations.

PARK 236A DISTRICT INTERPRETIVE COORDINATOR

1 unit • C/NC • Total hours: Twelve hours lecture; twenty hours lab
This course provides district interpretive coordinators with the tools to oversee interpretive programs at a district level, including updated information on state parks policy, new trends in interpretation, and the impact of those trends on the coordinator's position. May be taken four times for credit for ongoing training or updating.

**PARK 237 INTERPRETIVE PROGRAM COORDINATION
AND SUPERVISION**

1.5 units • C/NC • Total hours: Twenty-four hours lecture; eight hours lab
This course focuses on managing and supervising State Park interpretive programs including volunteer management and program evaluation. Topics include interpretive project planning, funding, contracting, working with service centers and cooperating associations, evaluating programs, intellectual property rights, cultural diversity and meeting ADA requirements.

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 EMERGENCY MEDICAL RESPONDER/EMT
INSTRUCTOR REFRESHER**

1 unit • C/NC • Total hours: Twelve hours lecture; twenty-eight hours lab
This course provides students with instructional skills and updated protocol information in all aspects of Emergency Medical Response and instruction. Students are refreshed in CPR and oxygen, patient assessment, recordkeeping, EMS protocols, adult learning, communicable disease program, resources and preparation, trauma and fractures demonstrations and practice, AED certification, and childbirth. May be taken four times for credit for ongoing training or updating.
Prerequisite: Must be a current Emergency Medical Technician and an Emergency Medical Responder Instructor

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 - HANDGUNS

1 unit • C/NC • Total hours: Eight hours lecture; twenty hours lab

This course provides students with the training to inspect and care for the Smith and Wesson pistol. Students will correctly disassemble, re-assemble and perform inspections and repairs on the handgun. May be repeated periodically for new content, ongoing training or updating. (P.O.S.T. certified)

PARK 248A FIREARMS INSPECTOR -LONG GUNS

1 unit • C/NC • Total hours: Twelve hours lecture; twenty-four hours lab

This course provides students with skills to maintain all DPR long guns. Students will be trained to correctly disassemble, re-assemble, and perform inspections and repairs on the long gun and will gain knowledge and understanding of how the Remington 870 shotgun and the Colt AR-15 patrol rifle function. May be repeated periodically for new content, ongoing training or updating. (P.O.S.T. certified)

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 INTERNAL AFFAIRS INVESTIGATOR

.5 unit • C/NC • Total hours: Twelve hours lecture; twelve hours lab

This course defines, discusses and reviews the internal affairs role and responsibility within the California Park Service. Students learn the difference between categories of internal affairs complaints and review techniques of basic investigation. They become familiar with the CPS investigative manual and the administration and management of internal affairs activities. May be repeated periodically for new content, ongoing training or updating. (P.O.S.T. certified)

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.

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 110 and 155

PARK 265 HISTORIC STRUCTURES MAINTENANCE

1.5 units • C/NC • Total hours: Twenty-four hours lecture; twelve hours lab

Students will learn the appropriate skills to budget, schedule and practice renewable maintenance while following regulations regarding maintenance of historic structures. Students will 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 EQUAL EMPLOYMENT OPPORTUNITY (EEO)
COUNSELOR TRAINING**

.5 unit • C/NC • Total hours: Eight hours lecture; twelve hours lab

This course develops a clear understanding and common basis for a discussion of equal employment opportunity issues. It also introduces the student to the discrimination complaint and informal complaint resolution process. It develops student understanding of the techniques and methods for complaint resolution and the components of a complete summary report.

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 PARTNERSHIP

.5 units • C/NC • Total hours: Eight hours lecture; twelve hours lab

This course provides participants with the skills and information necessary for successful liaison with cooperating associations operating for the benefit of state parks. Students will examine various non-profit organization management techniques, including board development and legal requirements of non-profit status. May be taken four times for credit for ongoing training or updating.

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

18.5 units • LG-C/NC • Total hours: One hundred twenty-nine hours lecture; five hundred eighty-two 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

6 units • LG-C/NC • Total hours: Fifty-one hours lecture; one hundred sixty-six and one-half hours lab

This course is designed to provide an overview of all aspects of State Park operations, resource management, and interpretation. Students 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

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

This course 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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

General Ed. Credit: CSU, Area E; MPC, Area E2

PERS 51 CAREER PLANNING THROUGHOUT THE LIFESPAN

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

This course provides students with skills needed to develop a career path throughout the lifespan. 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. Also offered online.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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.

Advisory: 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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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

This course is designed for any student interested in leadership within an organization. It 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, E; IGETC, Area 3B; MPC, Area C

PHIL 5 ENVIRONMENTAL ETHICS

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

This course critically examines views about the moral status of natural objects and non-human animals, and applies these views to issues such as over-population, pollution and global climate change, conservation, and the exploitation of animals. The course includes discussions of anthropocentrism, the land ethic, deep ecology, animal rights, and eco-feminism.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

PHIL 6 INTRODUCTION TO LOGIC

3 units • LG • Three hours lecture

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 12 INTRODUCTION TO THE PHILOSOPHY OF RELIGION

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

This course introduces such topics as the nature and grounds of religious belief, the relation between religion and ethics, the nature and existence of God, the problem of evil, religion and science, religion in public discourse, and religion and cultural critique.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

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 110

Credit transferable: CSU

General Ed. Credit: CSU, Area C2; MPC, Area C

PHOTOGRAPHY

See ART AND PHOTOGRAPHY.

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

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

This course will provide basic awareness and understanding of individual and team play for softball. Progressive drills will be incorporated into class time to increase softball skill level and improve student ability to play fastpitch softball. 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
General Ed. Credit: MPC, Area E1

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
General Ed. Credit: MPC, Area E1

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

1 unit • LG-C/NC • Four hours activity

Students 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

1 unit • LG-C/NC • Four hours activity

Students 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

General Ed. Credit: MPC, Area E1

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 29 VARSITY ATHLETIC CONDITIONING

.5 unit • LG-C/NC • Two hours activity

This course is designed to improve the cardiovascular endurance, muscular strength, flexibility and athletic skills of individuals interested in intercollegiate competition. May be taken four times for credit.

Credit transferable: CSU

General Ed. Credit: MPC, Area E1

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 33 CHEERLEADING SKILLS

1 unit • LG-C/NC Three hours activity

Students will develop fundamental skills in cheerleading including cheers and movement techniques. Students will learn short and long cheer sequences and techniques for crowd control. May be taken four times for credit.

Credit transferable: CSU

General Ed. Credit: MPC, Area E1

PHED 40 CAREERS IN PHYSICAL EDUCATION AND FITNESS

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

Students explore career options and employment opportunities in education, recreation, sports, fitness and health. The course includes training and educational requirements and matching interest and abilities with career pathways.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155

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. 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 13 STABILITY BALL TRAINING***.5 unit • LG-C/NC • Two hours activity*

Students are introduced to stretching and strengthening exercises on a stability ball. The course is designed for varying fitness levels and abilities, with focus on strengthening the center of the body to improve alignment, posture, and efficiency. Students will learn to open joints and release tension while creating long, lean, toned and proportioned muscles. May be taken four times for credit.

Credit transferable: CSU**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 AEROBIC FITNESS I***.5 unit • LG-C/NC • Two hours activity*

Cardiovascular conditioning, flexibility and endurance training performed to music. Students will strengthen and tone the body. 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 AEROBIC FITNESS II***1 unit • LG-C/NC • Four hours activity*

A 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. 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

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. 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, UC

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 instruction in the theory and practice of therapeutic massage. The course covers various styles of massage, body mechanics, ethics, benefits, contraindications, evaluation skills, anatomy and physiology. Massage Practitioner certificate granted upon successful completion of PFIT 63, 82, 83, and fifty 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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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
This course covers fundamental processes of life and their integration for the living human organism. Topics include 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

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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
This course involves the 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

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110

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 110

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 110

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 110***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 110***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 110 and 155***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 110 and 155***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 110***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*

This course analyzes the relationship between African-Americans and the American political system at the national, state, and local levels. Emphasis is placed on the American political systems, its political institutions, the principles and processes that give rise to them and their impact on African-Americans as a racial and ethnic minority in the context of American political democracy. Also offered as Ethnic Studies 16; credit may be earned only once.

Advisories: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D3, D8; IGETC, Area 4C, 4H; MPC, Area D***POLS 18 LATINOS IN AMERICAN GOVERNMENT***3 units • LG-C/NC • Three hours lecture*

This course analyzes the relationship between Latinos and the American political system at the national, state, and local levels. Emphasis is placed on the American political systems, its political institutions, the principles and processes that give rise to them and their impact on Latinos as an ethnic minority in the context of American political democracy. Emphasis is also placed on the Mexican-American political experience. Also offered as ETNC 18; credit may be earned only once.

Advisory: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU, UC***General Ed. Credit:** *CSU, Area D; IGETC, Area 4C; 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 110***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.

Course advisories: *PSYC 1 and/or SOCI 1***Advisories:** *Eligibility for ENGL 111 or ENSL 110***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 110***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 online.

Advisory: Eligibility for ENGL 111 or ENSL 110

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 110

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 110

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 110

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 110 and 155

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 110

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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 110 and 155

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

General Ed. Credit: MPC, Area E1

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

General Ed. Credit: MPC, Area E1

SIGN LANGUAGE

See American Sign Language under WORLD LANGUAGES.

SOCIAL SCIENCE

SSCI 10 CRITICAL THINKING ABOUT SOCIAL AND 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 110

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 110

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 110

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.

Course advisories: PSYC 1 and/or SOCI 1

Advisory: Eligibility for ENGL 111 or ENSL 110

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 110 and 155

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

This course is a sociological examination of family and marriage processes, to include intimacy development and maintenance in the areas of dating, courtship, cohabitation, reproduction, domestic work-economic roles, and parenting. The causes of relationship demise, marital dissolution, and remarriage are also examined as aspects of contemporary family life. Sociological and cross-cultural research is applied to the goals of investigating and understanding the structure and processes of modern family life. Also offered in the Living Room Series and online.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110

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; IGETC, Area 1C; 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. (CAN SPCH 8)

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 110 and 155
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.

**SSKD 400 STUDY SKILLS DEVELOPMENT/
SUPERVISED TUTORING**

0 units • NC • Hours by arrangement

This course provides orientation to college life, programs and college academic skill requirements. Course includes assessment and skill development in English, math and science study skills.

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 110

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 110***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 110***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*

This course focuses on 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.

Advisories: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***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 110 and 155***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 110***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, UC***General Ed. Credit:** *CSU, Area C2; IGETC, Area 3B; MPC, Area C***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 110 and 155***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 110***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 110***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 110***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 110***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 110 and 155***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 110 and 155***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 110***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. May be taken four times for credit.

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

FREN 50 INTERMEDIATE FRENCH 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 French 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: FREN 2A

Credit transferable: CSU

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

General Ed. Credit: MPC, Area C

SPAN 55A SPANISH CONVERSATION I

1-5 units • LG-C/NC • One hour lecture per week for each unit of credit;

two hours lab per week for each unit of credit

Conversational Spanish for practical purposes including job and travel situations. Students may enter or exit at five points during the course.

Prerequisite: One semester of college-level Spanish

Credit transferable: CSU

General Ed. Credit: MPC, Area C

SPAN 55B SPANISH CONVERSATION II

1-5 units • LG-C/NC • One hour lecture per week for each unit of credit;

two hours lab per week for each unit of credit

A continuation of SPAN 55A. Conversational Spanish for practical purposes including job and travel situations. Students may enter or exit at five points during the course. Students must complete a minimum of nineteen hours lecture/lab for each unit of credit.

Prerequisite: SPAN 55A

Credit transferable: CSU

General Ed. Credit: MPC, Area C

SPAN 225A BASIC CONVERSATIONAL SPANISH I

2.5 units • C/NC • Two and one-half hours lecture

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. (ADMJ 2 + ADMJ 6 = CAN AJ 6)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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. (CAN AJ 4)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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. (ADMJ 2 + ADMJ 6 = CAN AJ 6)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155
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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155
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. (CAN AJ 8)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155
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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155
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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155
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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155
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 online.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155
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.

Corequisite: ASTR 10L

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: (ASTR 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

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.

Corequisite: CHEM 10L

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: (CHEM 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

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. (CAN GEOL 2) (GEOL 2 + GEOL 2L = CAN GEOL 2)

Corequisite: GEOL 2L

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: (GEOL 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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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. (CAN MUS 2)

Advisory: Eligibility for ENGL 111 or ENSL 110

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.

Advisory: Eligibility for ENGL 111 or ENSL 110

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.

Advisory: Eligibility for ENGL 111 or ENSL 110

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.

Advisory: Eligibility for ENGL 111 or ENSL 110

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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 online.

Advisory: Eligibility for ENGL 111 or ENSL 110

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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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. (CAN SOC 2)

Advisory: Eligibility for ENGL 111 or ENSL 110

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. (CAN SOC 4)

Advisory: Eligibility for ENGL 111 or ENSL 110

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

This course is a sociological examination of family and marriage processes, to include intimacy development and maintenance in the areas of dating, courtship, cohabitation, reproduction, domestic work-economic roles, and parenting. The causes of relationship demise, marital dissolution, and remarriage are also examined as aspects of contemporary family life. Sociological and cross-cultural research is applied to the goals of investigating and understanding the structure and processes of modern family life.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU, UC

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

BIOLOGY

BIOL 31 ENVIRONMENTAL STUDIES

3 units • LG-C/NC • Three hours lecture; one hour by arrangement

This course is a survey of basic ecological principles and their application to the human condition. Problems of population growth, resource depletion, misapplication of technology, and environmental degradation are covered. Individualized computer lab hours by arrangement in the Life Science Computer Lab.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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. (CAN BUS 8)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU, UC

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 110 and 155

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 the following topics: 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 110 and 155***Credit transferable:** *CSU***General Ed. Credit:** *MPC, Area A2***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 110 and 155***Credit transferable:** *CSU***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***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. (CAN HEC 14)

Advisories: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***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.

Prerequisite or corequisite: *CHDV 1***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.

Advisories: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155***Credit transferable:** *CSU***ENGLISH****ENGL 1A COMPOSITION AND ANALYTICAL READING***3 units • LG-C/NC • Three hours lecture*

This course is designed to engage students in the analysis, discussion, and appreciation of the ideas and literary craft in essays and books by our best professional writers. Students are expected to write essays that logically develop a thesis, are written in an engaging style, and are free from syntactical/mechanical errors. WRITING REQUIREMENT: Minimum of 8,000 words. (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 110***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 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. Only offered online.

Prerequisite: *Eligibility for ENGL 1A***Credit transferable:** *CSU***General Ed. Credit:** *IGETC, Area 3B; MPC, Area C***ENGL 15 INTRODUCTION TO LINGUISTICS***3 units • LG-C/NC • Three hours lecture*

This course is an introduction to sociolinguistics and the study and analysis of languages, based on a survey and evaluation of the English language. It includes inquiry and problem-solving as to the nature of language development, language universals and differences among languages, sound patterns, change and diversity, language acquisition and the relationship of linguistics to other allied disciplines.

Prerequisite: *Eligibility for ENGL 1A***Credit transferable:** *CSU***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. Only offered online.

Prerequisite: *Eligibility for 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. Only 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 44 MASTERPIECES OF LITERATURE I***3 units • LG-C/NC • Three hours lecture*

Surveys a selection of representative masterworks from key periods of western culture, from the Greeks to the Renaissance. All major genres are covered, including poetry, narrative, and drama. Includes discussion, writing, and the application of critical techniques as a means of developing critical analysis.

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*

Surveys a selection of representative masterworks from key periods of western culture, including the Enlightenment, Romantic period, Victorian, and Modern. All the major genres are covered, including poetry, narrative, and drama. Includes discussion, writing, and the application of critical techniques as a means of developing critical analysis.

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 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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**ENGL 114 TECHNICAL EDITING***3 units • LG-C/NC • Three hours lecture*

Students learn technical and professional editing skills, focusing on copyediting. Instruction includes evaluating graphics, editing for diverse audiences, and working with document production teams. The course also covers developmental and organizational editing, the use of style sheets, author's queries, grammar and usage, and discussion of freelancing and staff opportunities in the technical editing field.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155**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.

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.

Prerequisite: ENGL 114**ENGLISH AS A SECOND LANGUAGE****ENSL 155 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.

Prerequisites: ENSL 342; or ENSL 343 and 344**LIBRARY SERVICES****LIBR 50 INTRODUCTION TO INFORMATION COMPETENCY AND LITERACY***1 unit • LG-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 110 and 155**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.

Credit transferable: CSU**General Ed. Credit:** MPC, Area E2**LIBR 61 FAMILY RESEARCH STUDIES: GENEALOGY II***3 units • LG-C/NC • Three hours lecture*

Students learn the methodologies for searching and analyzing genealogy's primary record groups: census, tax, probate, land, property, newspaper, biography, and military records, as well as learning how to read the handwriting of the 18th and 19th centuries, focusing on the years 1790 to 1850 while concurrently using the Internet, traditional library and archival sources.

Advisories: Completion of LIBR 60; eligibility for ENGL 111 and 112 or ENSL 110 and 155**Credit transferable:** CSU

LIBR 62 FAMILY RESEARCH STUDIES: GENEALOGY III*3 units • LG-C/NC • Three hours lecture*

This course covers advanced genealogy research methods, as well as Internet and library sources for researching foreign records and resources. Included are methodologies for extending family lines beyond the U.S. to other countries.

Advisories: Completion of LIBR 61; eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

LIBR 63 FAMILY RESEARCH STUDIES: GENEALOGY IV*3 units • LG-C/NC • Three hours lecture*

Students develop experience and skills in preparing genealogical client reports or publish a family history in electronic format in Word, WordPerfect, on a CD-ROM, DVD, video, audio, or a website.

Advisories: Completion of LIBR 62; eligibility for ENGL 111 and 112 or ENSL 110 and 155

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.

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.

Credit transferable: CSU

MARINE SCIENCE AND TECHNOLOGY**MAST 31 EXPLORING OCEAN CAREERS***2 units • LG-C/NC • Two hours lecture*

Students are introduced to the ocean economy and career opportunities in these fields. Emphasis is placed on general and technical skills, and on the knowledge and abilities employers find most valuable.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

Credit transferable: CSU

MATHEMATICS**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 are drawn from applications in the social sciences, biological sciences and business. This course includes a computer component. 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 110 and 155

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B4; IGETC, Area 2; MPC, Area A

MATH 261 BEGINNING ALGEBRA*4 units • LG • Six hours lecture*

This lecture 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 110 and 155

General Ed. Credit: MPC, Area A

MATH 263 INTERMEDIATE ALGEBRA AND COORDINATE GEOMETRY*4 units • LG • Five hours lecture/discussion*

This course covers 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, and an 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 110 and 155

General Ed. Credit: MPC, Area A

PERSONAL DEVELOPMENT**PERS 51 CAREER PLANNING THROUGHOUT THE LIFESPAN***3 units • LG-C/NC • Three hours lecture*

This course provides students with skills needed to develop a career path throughout the lifespan. 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.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 110 and 155

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 110 and 155*

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.

Advisories: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

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.

Advisories: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

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.

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. (CAN GOVT 2)

Advisory: *Eligibility for ENGL 111 or ENSL 110*

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.

Advisory: *Eligibility for ENGL 111 or ENSL 110*

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.

Advisories: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

Credit transferable: *CSU*

General Ed. Credit: *CSU, Area E*

SOCIOLOGY

SOCI 40 MARRIAGE AND FAMILY LIFE

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

This course is a sociological examination of family and marriage processes, to include intimacy development and maintenance in the areas of dating, courtship, cohabitation, reproduction, domestic work-economic roles, and parenting. The causes of relationship demise, marital dissolution, and remarriage are also examined as aspects of contemporary family life. Sociological and cross-cultural research is applied to the goals of investigating and understanding the structure and processes of modern family life. Also offered in the Living Room Series.

Advisories: *Eligibility for ENGL 111 and 112 or ENSL 110 and 155*

Credit transferable: *CSU, UC*

General Ed. Credit: *CSU, Area D0, E; IGETC, Area 4J; MPC, Area D*

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

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

Older Adults have the opportunity to express themselves through play productions and performances.

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, and 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

0 units • NC • One to six hours activity

This class teaches rhythmical movements to enhance the health and well-being of older persons. The class is designed to stimulate both the body and the mind. Each session begins with stretches prior to a variety of rhythmical movements designed to develop muscular response, and then ends with a cool-down period.

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.

Faculty

ABBOTT, BERNADINE **Technical Service Librarian**
BA, MA, University of California, Davis; MLS, University of California, Berkeley; Monterey Peninsula College, 1987

ABEND, RICHARD **English as a Second Language**
BA, Loyola; MA, MEd, Columbia University; Monterey Peninsula College, 1985

ANDERSON, CARSBIA **Vice President, Student Services**
BA, MEd., Washington State University; Monterey Peninsula College, 1977

ANDERSON, JOHN **Chair, Creative Arts Division**
BA, MA, University of California, Los Angeles; DA, University of Northern Colorado; Monterey Peninsula College, 1989

ANONGCHANYA, GRACE **TRIO Coordinator/Counselor**
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

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, California State University, 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, 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 **Interim Vice President, Academic Affairs/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

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, ANDRE **Biology**
BS, PhD, University of California, Los Angeles; Monterey Peninsula College, 1997

EASTON, WILLIAM **Instruction/Reference Librarian**
BA, MA, University of Arizona; Monterey Peninsula College, 2005

EISENBACH, DIANE **Art**
BFA, Edinboro University of Pennsylvania; MFA, San Diego State University; Monterey Peninsula College, 1998

EHMANN, CARL **Interim Superintendent/President**
BA, MA, California State University, Long Beach; PhD, the Claremont Graduate University; Monterey Peninsula College, 2005

ENGELSEN, KAREN **Dean, Student Services**
BA, University of San Diego; MS, Chapman University; Monterey Peninsula College, 2006

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, California State Polytechnic University, 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 **Manager, 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, San Diego State College; 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

KIM, JEANNIE **Director, English and Study Skills Center**
BA, Mills College; MA, Bennington College; Monterey Peninsula College, 2005

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

LAWRENCE, JAMES **Auto Technology**
AS, Southern Alberta Institute of Technology; BS, Montana State University, Northern; Monterey Peninsula College, 2005

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, California State University, 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

MARECHAL, KATHLEEN **Workability Coordinator/Instructor**
AA, University of Maryland; BA, University of California, Berkeley; MA, San Jose State University; Monterey Peninsula College 2005

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

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 **EOPS Coordinator/Counselor**
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, 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**
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, RANDAL **Computer Science & Information Systems/Office Technology**
BS, University of Missouri at Rolla; MBA, Pepperdine University; Monterey Peninsula College, 1997

SMITH, ROBYNN **Art**
BFA, Rhode Island School of Design; MA, MFA, San Jose State University; Monterey Peninsula College, 1989

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, 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
AVERY, KIRK	Superintendent/President	1992-2005
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
HYSOONG, 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
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
SOUZA, NANCY	College Readiness	1974-2006
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
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

Monterey Peninsula Community College District

Administrative Team

Superintendent/President	Douglas Garrison	(831) 645-1394	dgarrison@mpc.edu
Vice President, Academic Affairs	John Gonzalez	(831) 646-4034	jgonzalez@mpc.edu
Vice President, Administrative Services	Joe Bissell	(831) 646-4040	jbissell@mpc.edu
Vice President, Student Services	Carsbia Anderson	(831) 646-4190	canderson@mpc.edu
Dean, Student Services	Karen Engelsen	(831) 645-1372	kengelsen@mpc.edu
Dean of Instruction, Liberal Arts	Bill Cochran	(831) 646-4165	bcochgan@mpc.edu
Dean of Instruction, Occupational Education and Economic Development	Michael Gilmartin	(831) 646-4039	mgilmartin@mpc.edu
Associate Dean, Human Resources	Barbara Lee	(831) 464-4014	blee@mpc.edu
Associate Dean, Instructional Technology and Development	Sharon Colton	(831) 646-3073	scolton@mpc.edu
Associate Dean, Student Services	Susan Osorio	(831) 645-1384	sosorio@mpc.edu
Associate Dean, Student Services	Laurence Walker	(831) 646-4247	lwalker@mpc.edu

Directors, Coordinators and Academic Division Chairpersons

Controller	Rosemary Barrios	(831) 646-4043	rbarrios@mpc.edu
Coordinator, Fire Academy Program	Natalie Rodda	(831) 646-4240	nrodda@mpc.edu
Coordinator, Older Adult Program	Kathryn Kress	(831) 646-4058	kkress@mpc.edu
Director, Athletics	Lyndon Schutzler	(831) 646-4221	lschutzler@mpc.edu
Director, Child Development Center	Catherine Nyznyk	(831) 646-4066	cnyznyk@mpc.edu
Director, English and Study Skills Center	Jeannie Kim	(831) 645-1379	jkim@mpc.edu
Director, Facilities Planning and Management	Steve Morgan	(831) 645-1361	smorgan@mpc.edu
Director, Institutional Research	Rosaleen Ryan	(831) 646-4035	rryan@mpc.edu
Director, International Student Programs	Nancy Predham	(831) 645-1380	npredham@mpc.edu
Director, Library Services	To be appointed	(831) 646-4096	
Director, Maurine Church Coburn School of Nursing	Debra Schulte-Hacker	(831) 646-4186	dschulte@mpc.edu
Director, Student Financial Services	Claudia Martin	(831) 646-3043	cmartin@mpc.edu
Director, Women's Studies	Phyllis Peet	(831) 646-4276	ppeet@mpc.edu
Division Chair, Business and Technology	Leandro Castillo	(831) 646-4076	lcastillo@mpc.edu
Division Chair, Counseling	Sal Cardinale	(831) 646-4028	scardinale@mpc.edu
Division Chair, Creative Arts	John Anderson	(831) 646-4201	janderson@mpc.edu
Division Chair, Humanities	Diane Boynton	(831) 646-4097	dboynton@mpc.edu
Division Chair, Life Sciences	Gary Fuller	(831) 646-4131	gfuller@mpc.edu
Division Chair, Physical Education	Lyndon Schutzler	(831) 646-4221	lschutzler@mpc.edu
Division Chair, Physical Sciences	Homer Bosserman	(831) 646-4141	hbosserman@mpc.edu
Division Chair, Social Sciences	Caroline Carney	(831) 646-4168	ccarney@mpc.edu
Evening Campus Supervisor	Art St. Laurent	(831) 646-4099	alarent@mpc.edu
Interim Director, Information Systems	Sharon Colton	(831) 646-3073	scolton@mpc.edu
Manager, Systems and Programming	Lynn Noell	(831) 645-1395	lnoell@mpc.edu
Public Information Officer	J. Richard Montori	(831) 645-1376	rmontori@mpc.edu
Registrar	Vera Coleman	(831) 646-3007	vcoleman@mpc.edu
Theatre Technical Director	Dan Beck	(831) 646-4211	dbeck@mpc.edu

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

Catalog mailing price: \$3.00 within U.S.; \$5.00 outside U.S.; tax