



MONTEREY PENINSULA  
COLLEGE



# 2018-2019 CATALOG

Información en Español: Páginas 35-46



For directions to the MPC Campus and the Campus Map, see the back cover of the Catalog.

**Information:**  
(831) 646-4000

**Admissions and Records Information:**  
(831) 646-4002

**TTY:**  
Relay calls accepted

**Web Registration (WebReg):**  
www.mpc.edu

**Campus Security:**  
(831) 646-4099

**Counseling:**  
(831) 646-4020

**Access Resource Center (Disability Services):**  
(831) 646-4070

**Assessment Center:**  
(831) 646-4027

**Early Childhood Laboratory School:**  
(831) 646-4066

**Bookstore:**  
(831) 657-4680

**Library:**  
(831) 646-4262

**Education Center at Marina:**  
(831) 646-4850

**Public Safety Training Center, Seaside:**  
(831) 646-4240

# Academic Calendar 2018-2019

## Fall Semester 2018

August 20 to December 17, 2018

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<b>August 20</b>	Classes Begin
<b>August 20 – September 1</b>	Late Registration and Program Changes
<b>September 3</b>	Labor Day Holiday
<b>November 12</b>	Veterans Day Holiday Observance
<b>November 14</b>	Last Day Students May Withdraw from Semester-Length Classes
<b>November 22-24</b>	Thanksgiving Recess
<b>December 11-17</b>	Final Examinations
<b>December 17</b>	Last day of semester
<b>December 24 – January 1</b>	Winter Break

## Early Spring Session 2019

January 2 to January 25, 2019

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<b>January 2</b>	Classes Begin
<b>January 21</b>	Martin Luther King, Jr. Holiday
<b>January 25</b>	Classes End

## Spring Semester 2019

January 28 to June 3, 2019

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<b>Januray 28</b>	Classes Begin
<b>January 28 – February 9</b>	Late Registration and Program Changes
<b>February 15</b>	Lincoln's Day Holiday
<b>February 18</b>	Washington's Day Holiday
<b>March 17-23</b>	Spring Break
<b>May 8</b>	Last Day Students May Withdraw from Semester-Length Classes
<b>May 27</b>	Memorial Day Holiday
<b>May 28 – June 3</b>	Final Examinations
<b>June 1</b>	Commencement
<b>June 3</b>	Last day of semester

## Summer Session 2019

June 10 to July 19, 2019 (6-week session)

June 10 to August 2, 2019 (8-week session)

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<b>June 10</b>	Classes Begin
<b>June 10-12</b>	Late Registration and Program Changes
<b>July 4</b>	Independence Day Holiday
<b>July 19</b>	End of 6-Week Session
<b>August 2</b>	End of 8-Week Session

# Expect the best at Monterey Peninsula College!

Welcome to Monterey Peninsula College (MPC) where you can earn a world class education – with an ocean view.

Congratulations for making higher education and MPC a priority in your personal journey. Not only is a high-quality education the best way to improve your options for a brighter future, it is often a life-changing experience that will help you chart a course for personal and professional success. Our talented faculty and staff are ready to engage you and to help you reach your goals and, perhaps, set some new ones.

MPC offers a variety of courses at our Education Center at Marina, the Monterey campus, and MPC Online. Wherever you choose to study with us, please be sure to access the many support services that are designed to help you succeed. We also encourage you to participate in our many on-campus activities, student clubs, and events (on the Monterey campus) to expand your range of experiences while you are a student at MPC.

Thank you for choosing MPC. Expect to learn. Expect to be challenged. Expect the best.

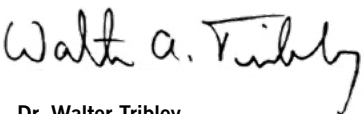
# ¡Prepárese para lo mejor en Monterey Peninsula College!

Bienvenido a Monterey Peninsula College (MPC) donde puede recibir educación de primera categoría— con vista al océano.

Felicidades por hacer de la educación superior en MPC una prioridad en su experiencia personal. Una educación de alta calidad no solamente es el mejor medio de obtener oportunidades para un futuro prometedor; sino que a menudo es una experiencia que cambia la vida y que le ayudará a trazar una ruta para el éxito personal y profesional. Nuestro talentoso profesorado y personal administrativo están dispuestos a motivarle y a ayudarlo a alcanzar sus metas y quizás a establecer algunos objetivos nuevos.

MPC ofrece una gran variedad de cursos en nuestro Education Center at Marina, en las instalaciones de Monterey, y en MPC Online. Siempre que escoja estudiar con nosotros, asegúrese de tomar ventaja de todos los servicios de apoyo que han sido diseñados para ayudarlo a alcanzar éxito. También le motivamos a participar en nuestras varias actividades, clubes de estudiantes, y eventos (en las instalaciones de Monterey) y a disfrutar más ampliamente de su experiencia como estudiante en MPC.

Gracias por escoger MPC. Prepárese para aprender. Prepárese para desafíos. Prepárese para lo mejor.



**Dr. Walter Tribley**  
Superintendent / President



## Monterey Peninsula College

is a community college accredited by the Western Association of Schools and Colleges. The College is open to high school graduates and all others 18 years of age or older who may profitably pursue a course of study. Sixth through twelfth grade students—12 years of age or older—may attend with written approval from their school principal and their parent(s) prior to registering. Sixth through eighth grade students need additional approval from the Dean of Student Services. No approvals will be given once classes begin.

**Call (831) 646-4002  
for registration information.**

All Monterey Peninsula College written publications will be made available in alternative formats (print, Braille, audiotape, or e-text). Requests for alternate media should be made to the Access Resource Center at (831) 646-4070 via Relay Service.

**Information:**  
(831) 646-4000

**Admissions & Records:**  
(831) 646-4002  
admissions@mpc.edu

**Counseling:**  
(831) 646-4020

# Monterey Peninsula College

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

## Accrediting Commission for Community and Junior Colleges

10 Commercial Boulevard, Suite 204  
Novato, CA 94949  
(415) 506-0234  
www.accjc.org

## Approved by

- The California State Department of Education for the enrollment of Veterans
- The Student and Exchange Visitor Program (SEVP)
- Appropriate courses, as identified, accepted for transfer by the University of California and the California State University

Monterey Peninsula College has the following accreditations, certifications, and affiliations:

- Accreditation Commission for Education in Nursing (ACEN)
- American Medical Technologies
- California Board of Registered Nursing
- California Massage Therapy Council (CAMTC)
- California State Board of Dental Examiners
- California State Fire Marshal
- Commission on Peace Officer Standards and Training (POST)
- County of Monterey Health Department
- National Automotive Technicians Education Foundation (NATEF)

## Monterey Peninsula Community College District Governing Board 2018-2019

**Marilynn Dunn Gustafson, Chair**  
**Charles Brown, Vice Chair**  
**Dr. Margaret-Anne Coppernoll, Trustee**  
**Rick Johnson, Trustee**  
**Dr. Loren Steck, Trustee**  
**Ellise Kittrell, Student Trustee**

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# General Information

2018-2019 Catalog of Courses



# Mission and Goals

## Mission Statement

Monterey Peninsula College is an open-access institution that fosters student learning and achievement within its diverse community. MPC provides high quality instructional programs, services, and infrastructure to support the goals of students pursuing transfer, career training, basic skills, and lifelong learning opportunities.

-Adopted by the Governing Board, October 22, 2014.

## Values Statement

To attain the mission of the college and enhance the intellectual, cultural, and economic vitality of our diverse community, MPC strives to:

- Cultivate collaboration to promote student success.
- Recruit and retain highly qualified faculty and staff.
- Provide students and staff with clean, attractive, and safe facilities.
- Provide equipment and training sufficient to support student learning and achievement.

Institutional Goals, 2014-2020

### **Goal 1: Help students achieve their educational goals.**

**Objective 1.1:** Create, delete and/or revise programs and curriculum to help students transfer or build job-related skills. [Meet SB 1440 and 440 requirements]

**Objective 1.2:** Develop and implement Student Success and Equity plans. [Student Success Initiative]

**Objective 1.3:** Continue to develop continuing education program encompassing community education, contract education, and workforce development. See Strategic Initiative on Continuing Education. [Community needs]

**Objective 1.4:** Provided essential support services for the Marina Education Center and the Seaside Public Safety Center. [Meet Accreditation standards.]

**Objective 1.5:** Implement the online learning strategic plan that includes institutional support, protocols, and assessment. [Meet Accreditation standards]

**Objective 1.6:** Maximize systematic participation in the Instructor and Program Reflections process for continuous quality improvement. [Meet Accreditation standards]

**Objective 1.7:** Review and revise scheduling processes to meet student needs and increase class size average. [Fiscal Stability]

**Objective 1.8:** Meet the college's Institution-Set Standards. [Meet Accreditation standards]

### **Goal 2: Establish and maintain fiscal stability.**

**Objective 2.1:** Improve institutional efficiencies.

**Objective 2.2:** Create and implement a significant marketing plan.

**Objective 2.3:** Strategically improve and enhance enrollment and retention rates.

**Objective 2.4:** Develop and implement a plan to increase the number of international students.

**Objective 2.5:** Create opportunities to partner with public and private organizations.

**Objective 2.6:** Obtain extramural funding.

### **Goal 3: Review, revise, and communicate policies and procedures to support the college mission.**

**Objective 3.1:** Review and revise Board policies and administrative procedures as needed. [Accreditation]

**Objective 3.2:** Develop and distribute handbooks to clarify committee functions and shared governance processes.

### **Goal 4: Establish and maintain effective infrastructure to promote student learning and achievement.**

**Objective 4.1:** Strengthen connectivity, security, and sustainability of technology infrastructure. [Accreditation]

**Objective 4.2:** Implement an information management system. [Accreditation]

**Objective 4.3:** Develop funding and sustainability model for technology. [Accreditation]

**Objective 4.4:** Review and revise facilities plan. [Accreditation and Fiscal Stability]

**Objective 4.5:** Create and implement a human resources plan. [Accreditation and Fiscal Stability]

**Objective 4.6:** Update and implement the emergency response plan.

-Adopted by the Governing Board, November 19, 2014



## History

Monterey Peninsula College (MPC) 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, 97 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 as well as the need for additional classrooms continued to grow. In 1965, the building program was renewed, and the "temporary" buildings of 1948 were replaced with new buildings for business, humanities, life sciences, physical education, physical sciences and social sciences. The Lecture Forum, the College Theater, and the Student Center were part of this campus renewal.

In 1971, the College recognized the need to meet the educational needs of the communities residing in the north side of its service area, comprised primarily of Marina and Seaside. During this time, Fort Ord was in full operation; therefore, the residents in these two communities consisted mostly of service men and women and their families.

From 1971 to 1993, the College operated an education center at Fort Ord in cooperation with the U.S. Army, mainly for the benefit of armed forces personnel and their families. After the closing of the base, the Fort Ord Re-Use Authority (FORA) was formed to administer and oversee the distribution of the former Fort Ord property to various state, county and local agencies, including Monterey Peninsula College. Several properties were slated for conveyance to Monterey Peninsula College including a parcel on 12th Street in Marina and another on Colonel Durham Street in Seaside. These properties have been conveyed to the college; they include 1) the Education Center at Marina, and 2) the Public Safety Training Center in Seaside, which includes a Fire and Police Academy. However, the conveyance of other properties, including Parker Flats and the MOUT (Military Operations on Urban Terrain) has been delayed due to munitions cleanup requirements.

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 support 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 remodeling of this building was completed, and the second floor of the International Center was remodeled to meet office and classroom space needs.

Monterey Peninsula College has enjoyed tremendous support from its residents. 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, which includes the development of the Education Center at Marina located in the former Fort Ord.

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 part of California's public community college system of 114 campuses in 72 districts across the state. It is a comprehensive community college that responds to the educational, cultural, and recreational needs of the community, 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 Monterey campus, at the Education Center at Marina, at the Public Safety Training Center in Seaside, and at off-campus locations.

## 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 2013 to Spring 2016 and annually thereafter. The rates do not represent the success rates of the entire student population at the College, nor do they account for student outcomes occurring after this three-year tracking period.

- Based on the cohort of first-time, full-time freshmen with a declared program of study, 26.03% attained a certificate or degree or became "transfer-prepared" during a three-year period from Fall 2013 to Spring 2016. Students who are transfer-prepared have completed 60 transferable units with a GPA of 2.0 or higher.
- Based on the cohort of first-time, full-time freshmen with a declared program of study, 16.44% 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 2014 to Spring 2016.

## Drug-Free Campus

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

For additional information regarding this policy contact the Dean of Student Services, at (831) 645-1377.

## Notice of Nondiscrimination

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

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

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

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

Persons who seek information and/or resolution of alleged violations of discrimination based on protected status are directed to contact Dr. Christine Erickson, Dean of Student Services, who serves as the Interim Title IX Coordinator, at (831) 646-4850 or contact the Human Resources Office in the Administration Building.

## 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 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.

## Pre-Collegiate Unit Limitation

Students are limited to enrolling in thirty units in pre-collegiate (300-level) courses. Students shall be notified when they have completed thirty units of pre-collegiate courses. A student who has reached this limit may petition the Academic Council for permission to exceed this limit providing that he/she has demonstrated satisfactory progress and the need to complete a stated number of pre-collegiate units to continue progress toward the completion of an educational plan. (MPC Board Policy Appendix 4130)

## Prohibition of Harassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics.

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

Any student, employee, unpaid intern, or volunteer who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns, and volunteers in all administrative offices and shall be posted on the district's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other unpaid work experience program.

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The District's Procedures for Discrimination and Harassment complaints are available in the office of Human Resources and online at [www.mpc.edu/aboutmpc/campus-resources/human-resources](http://www.mpc.edu/aboutmpc/campus-resources/human-resources)

For additional information, visit our Title IX webpage by typing "Title IX" in the college's search engine. To report any alleged violations, contact Dr. Christine Erickson, [cerickson@mpc.edu](mailto:cerickson@mpc.edu) or by phone at (831) 646-4850 or contact the Human Resources Office 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. (MPC Board Policy 3570)

Furthermore, the District shall be free from the possession, use, or distribution of cannabis products by students and employees.

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

## 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. Students with disabilities who are requesting academic accommodations, academic adjustments, auxiliary aids, services and/or educational assistance classes should contact the Access Resource Center at (831) 646-4070.

Participation by students with disabilities in the Access Resource Center is voluntary. Any student choosing not to participate in the Program may elect to take an alternative path to request accommodations through the A.D.A./504 Coordinator designee, Vice President of Student Services. Please call (831) 646-4155 for more information.

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# Admission Information

2018-2019 Catalog of Courses



# Student Success and Support Program

Senate Bill 1456 revised and renamed the Matriculation Act of 1986 as the Seymour-Campbell Student Success Act of 2012. The new legislation referred to as the Student Success and Support Program began on January 1, 2013 and will be implemented through stages over a five-year period.

The Student Success and Support Program supports the transition of matriculated (non-exempt) new students into the college by providing them with required services in assessment, orientation, counseling/education planning, and follow-up. Students must complete assessment, orientation an education plan prior to their priority registration time.

## College Responsibilities Include:

1. Providing clear policies reflecting Student's Rights and Responsibilities and other Student Success and Support Program policies.
2. 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.
3. 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 career technical interests.
4. Providing an orientation process designed to acquaint students with College programs and services, facilities and grounds, academic expectations, and College policies and procedures.
5. Providing counseling services to assist students in course selection, development of a 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.
6. Providing the development of a comprehensive Student Education Plan once the student has identified a course of study.
7. 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, Schedule of Classes, handouts, and other student materials which detail College policies and procedures.
3. Identifying an education and career goal upon admission.
4. Declaring a specific educational goal after completing a minimum of 15 units.
5. Participating in assessment, orientation, counseling/education planning and other follow-up services required by the Student Success and Support Program.
6. Diligently engaging in course activities and complete assigned coursework.
7. Completing courses and maintain progress toward an education goal and completing a course of study.

## STEP Program

There are six important steps to take before beginning course work at Monterey Peninsula College:

1. Admission
2. Financial Aid (Optional)
3. Orientation (online or in person)
4. Assessment
5. Counseling/Advisement (student education plan)
6. 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.

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

**STEP TWO – Financial Aid (optional):** To learn more about the many different kinds of financial assistance that are available and how to apply, see page 21, visit the Student Financial Services webpage at [www.mpc.edu/financialaid](http://www.mpc.edu/financialaid) or visit Student Financial Services in the Student Services Building.

**STEP THREE – Orientation:** Register for the course PERS 10 Orientation to College to receive information about educational programs, policies, and procedures of the College and the development of a Student Education Plan.

New transfer students who have 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 [www.mpc.edu/orientation](http://www.mpc.edu/orientation). If orientation was not completed at another college, you can complete the online orientation available at [www.mpc.edu/orientation](http://www.mpc.edu/orientation)

**STEP FOUR – Assessment:** All new matriculated students are required to participate in assessment. Students planning to take an English or math class (or a course with an English or Math prerequisite) must have their skills assessed for placement. Assessment sessions are offered many times throughout the year and can take up to three hours to complete. The dates and times of these sessions can be viewed at [www.mpc.edu/assessment](http://www.mpc.edu/assessment)

Assessments are available on a walk-in basis. Please check the assessment website at [www.mpc.edu/assessment](http://www.mpc.edu/assessment) for available dates. Please call (831) 646-4027 with any questions. If a student has been exempt from taking assessments because of test scores or completion of prerequisite courses, the student must provide the Counseling Department with the score reports or transcripts.

Students with disabilities needing special accommodations for an assessment should contact the Access Resource Center to make arrangements. Telephone (831) 646-4070. TTY users may use 711 Relay Services.

The English Placement Test (EPT) is 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 three hours to complete. The dates and times for these sessions can be viewed at [www.mpc.edu/assessment](http://www.mpc.edu/assessment)

**STEP FIVE – Counseling/Advisement (Education Plan):** New students who have completed assessment and orientation can schedule an appointment with a counselor in the Counseling Department at (831) 646-4020 to complete a Student Education Plan. All students receiving veteran’s benefits must meet with a counselor to complete a Student Education Plan.

**STEP SIX – Registration:** Upon the student’s completion of assessment, orientation, and counseling/advisement, check the priority registration dates in the Admissions and Records section of the MPC website, [www.mpc.edu/admissions](http://www.mpc.edu/admissions)

**Student Success and Support Program Exemption Policy**

Students may be exempt from assessment, orientation, and/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 Student Success and Support Program 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 or on our website at [www.mpc.edu/orientation](http://www.mpc.edu/orientation)

**Exemptions**

**Assessment:**

1. Received English credit through completion of the CLEP (50 percentile) or Advanced Placement (score of 3 or higher) tests.
2. Received math credit through completion of the CLEP (50 percentile) or Advanced Placement – AB or BC (score of 3 or higher) tests.
3. Received 11th grade CAASPP score of “Standard Exceeded.” For math course placement, a score of “Standard Met” may be considered with additional documentation.
4. Received a grade of “C” or better in a college prerequisite English course.
5. Received a grade of “C” or better in a prerequisite math course.
6. Earned a bachelor’s or higher degree from an accredited institution.
7. Taking courses for personal interest which do not require an English or math course as a prerequisite.
8. Taking courses for advancement in current job/career (job skills update) which do not require an English or math course as a prerequisite.
9. Taking courses to maintain certificate or license which do not require an English or math course as a prerequisite.

**Orientation (Registration Planning Session):**

1. Earned an associate or higher degree.
2. Attended orientation at another college.
3. 6th-12th grade student who is not enrolled in an AB 288 dual enrollment course.
4. Concurrently enrolled in another college/university, and receiving matriculation services at that college/university.
5. Taking courses for personal interest.
6. Taking courses for advancement in current job/career (job skills update).
7. Taking courses to maintain certificate or license.

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

1. Earned an associate or higher degree and does not intend to pursue another degree.
2. 6th-12th grade student who is not enrolled in an AB 288 dual enrollment course.
3. Concurrently enrolled in another college/university and receives matriculation services at that college/university.
4. Taking courses for personal interest.
5. Taking courses for advancement in current job/career (job skills update).
6. Taking courses to maintain certificate or license.

**Student Success and Support Program Complaints**

If a student believes that assessment, orientation, counseling, or any other Student Success and Support Program procedure is being applied in a discriminatory manner, the student may file a written complaint. For additional information regarding the complaint procedures, contact the Director of Student Success and Equity at (831) 646-4261.

# Admissions

## 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, a Certificate of Proficiency, or a Certificate of Completion is eligible to attend Monterey Peninsula College. Students who do not possess a high school diploma, a Certificate of Completion, 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) visa with a minimum acceptable TOEFL score of 450 paper-based (or 133 computer-based; or 45 Internet-based), evidence of financial support during enrollment at the College, and approval of the International Student Programs designee.
- 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 and amended in 2018.

## Registration Priorities

Monterey Peninsula College awards priority registration in accordance with state mandates and College policy. Priority registration status may be earned or lost. Actions such as successful matriculation may earn a student an earlier registration priority while actions such as poor academic status may cause a student to lose their registration priority. Students who have lost their registration priority and would like to appeal may petition the Academic Council. For Academic Council petitions please visit the Admissions and Records website.

Priority registration for continuing students is based upon the number of units completed at Monterey Peninsula College and the in-progress units for the current semester. Units completed at other institutions will not be considered. Active military, Veterans, Foster Youth, DSPS, EOPS, CalWorks, TRIO/SSS, ASMPC officers and student athletes have specific priority registration dates. Please visit the Admissions and Records website for more information.

## Student Classifications

**New Student:** A student who has never enrolled at any college or attended only as a 6th-12th grade student and has now graduated from high school.

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

**Continuing Student:** A student who was registered in courses at Monterey Peninsula College the preceding semester.

**Returning Student:** A student who has attended Monterey Peninsula College, but did not register for courses during the previous semester.

**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.

**Dual Enrollment Student:** A student currently enrolled in grades 6 through 12 and who is at least 12 years of age.

## Admission Process: New, Returning, New Transfer, and Dual Enrollment Students

The forms required in the admissions process are available on the Admissions and Records website ([www.mpc.edu/admissions](http://www.mpc.edu/admissions)) and from the Admissions and Records Office.

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 some types of financial aid and also for those who wish to obtain a 1098T tax form. All students will be assigned a Student Identification Number that will be used to conduct all MPC business.

**New and Returning Students:** All new and returning students must complete an Application for Admission prior to registering.

**New Transfer Students:** All new transfer students must submit an Application for Admission prior to registering. In addition, new transfer students who plan to seek a degree or certificate or receive veteran's educational benefits or financial aid at Monterey Peninsula College must have copies of official transcripts of previous college work submitted, by all colleges attended, directly to the Admissions and Records Office.

**Dual Enrollment Students (6th-12th Grades):** A student currently enrolled in grades 6-12, who is at least 12 years of age, must complete an Application for Admission and a Dual Enrollment Form each semester or session of enrollment. In addition, the student must have the recommendation of the school principal and parental approval. Students in grades 6-8 must have additional approval from the MPC Dean of Student Services or designee. Approvals will not be granted after classes begin.

A 6th-12th grade student may be admitted as a special part-time student and must enroll in college credit courses (courses numbered 1-199).

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: International Students

Monterey Peninsula College currently welcomes 40+ students from 20 countries. The International Student Programs Office offers comprehensive support and services to assist students (see International Student Programs, page 50). The following documentation is required by federal law in order to be considered for admission:

**1. An International application** which may be downloaded from the MPC website [www.mpc.edu/internationalstudents](http://www.mpc.edu/internationalstudents)

**2. Official copies of all academic records** showing subjects taken and grades earned;

**3. Financial certification form** (available at above-listed website) and bank statement(s) from the student and/or student sponsor(s);

**4. Evidence of English language proficiency** (for all applicants whose native/first language is not English) satisfied by a minimum TOEFL score of 450 paper-based; 133 computer-based (CBT); or 45 Internet-based test (iBT).



**Conditional Admission:** Students who have not taken the TOEFL, or who scored below 450 paper-based, 133 CBT or 45 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 Middlebury Institute of International Studies at Monterey (MIIS) ESL program: <http://www.miiis.edu/academics/language/english>. 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 \$6,720 per year for full-time students; approximate room and board (\$9,000), books and supplies (\$1000), and health insurance (\$1,592) bring the average annual budget to approximately \$17,100. International students must purchase school health insurance at the time of registration. Financial aid is not available for international students.

**More information:** Applicants may contact the International Student Programs Office through the MPC website at [www.mpc.edu/internationalstudents](http://www.mpc.edu/internationalstudents) or directly by e-mail [international\\_center@mpc.edu](mailto:international_center@mpc.edu), fax (831) 645-1390, or telephone (831) 645-1357.

### 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: South Bay Regional Public Safety Training Consortium (408) 270-6458
- Student Support Services (TRIO/SSS): (831) 646-4246

### Residency

#### CALIFORNIA RESIDENTS:

**This information applies to U.S. citizens, students on permanent resident visas, and students on visas that allow the establishment of residence. 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., paying state taxes to another state, 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 parent or legal guardian meets the conditions listed above, the student may qualify as a California resident upon completion of the request to be classified as a California Resident form.

**Nonresident status is not changed automatically.** Students previously classified as nonresidents must complete a “Request to be Classified as a California Resident” form. And if now requesting California resident status, this form, with required documentation, must be submitted to the Admissions and Records Office. Dependents of active duty U.S. military personnel assigned to California may be exempt from nonresident tuition upon completion of the U.S. Military Dependent Form available at [www.mpc.edu/admissions/Forms](http://www.mpc.edu/admissions/Forms). Residency may only be adjusted during the term in which the nonresident fees are billed. Upon the conclusion of the term, all fees become finalized. Residency will not be changed retroactively.

#### NONRESIDENTS:

Students not meeting the California residency requirement, including international students, undocumented 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 or in the Admissions and Records Office.

# Registration

## Class Schedule

The College prepares a Schedule of Classes for each term. The Schedule of Classes, registration dates, procedures, fees, and other information can be found on the MPC website.

## Procedures

Monterey Peninsula College students must use WebReg to register for classes. Students must pay all past debts before registering.

Monterey Peninsula College has adopted a priority registration system for students to register. See the [www.mpc.edu/admissions](http://www.mpc.edu/admissions) website for registration dates and times.

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.

Students are responsible for ensuring that they are officially registered for the correct courses.

Students should always make and keep a copy of any completed transaction for their own records.

## Registration Changes: Adding and Dropping Classes

**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 class may be added are available on the College website.

**Drop:** Students are responsible for dropping themselves from a class and must not expect faculty to initiate withdrawal procedures for them. Students may withdraw from semester-length courses through the last day of the 14th week of instruction or 75% of a semester-length class, whichever is less (or 60% of short-term classes). To officially withdraw from a course within the specified deadline, an eligible student may drop by logging onto WebReg from the College website ([www.mpc.edu](http://www.mpc.edu)). For assistance with WebReg, please visit Admissions and Records.

## Prerequisite Verification

The College has mandatory prerequisite verification. If a prerequisite course was completed at another institution, the Prerequisite Verification Form, with required documentation, must be completed and submitted to the Counseling Department in the Student Services Building. If a prerequisite course is in progress at another institution, it cannot be used for prerequisite verification until a final grade is earned.

If the prerequisite course was completed at MPC before Fall 1995, complete the Prerequisite Verification Form and submit it to the Counseling Department who will check your MPC record. If the prerequisite course was completed at MPC in Fall 1995 or after, verification is not required.

## Prerequisites and Corequisites Challenges

Some courses require students to meet certain conditions in order to register. A 'prerequisite' is a requirement that must be met before registering for a course. A 'corequisite' is a requirement that a student must enroll in simultaneously with another course.

A student may challenge a prerequisite by following the Prerequisite/Corequisite Challenge Procedures described below. NOTE: Challenge paperwork must be filed by the last day of regular late registration.

1. Pick up a Prerequisite Challenge Form from the Division Office responsible for the course you wish to challenge.
2. Complete the form by identifying one or more of the following reasons for seeking a challenge:
  - a. The prerequisite or corequisite is not reasonably available;
  - b. The student believes the prerequisite was established in violation of regulations or in violation of the District-approved processes;
  - c. The student believes the prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
  - d. The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite or corequisite.  
(NOTE: Attach documentation to the prerequisite form for the department to review.)
3. File the completed Prerequisite Challenge Form with the Division.
4. Take the Counseling Copy of the Challenge Form to the Counseling Department in the Student Services Building for prerequisite clearance.
5. Enroll in the course which required the prerequisite challenge.
6. Department review must take no longer than five working days. Check with department's schedule for review of challenges.
7. A copy of the Prerequisite Challenge Form will be forwarded by the department/division to the Dean of Student Services office indicating that the challenge was approved or denied. If the challenge is denied, the student will be dropped from the course.

## Fees

Fees and tuition are due and payable at the time of registration using cash, check, money order, VISA, or MasterCard. Visa and MasterCard may be used when registering by WebReg. For more information on fees, payments, and refunds, please visit [www.mpc.edu/admissions](http://www.mpc.edu/admissions)

**All fees and tuition charges are subject to change without prior notification.**

### Expenses

**Community College Enrollment Fee:** Students are required to pay an Enrollment Fee of \$46.00 per unit. No enrollment fee is required of a student who is a California resident and 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. The enrollment fee is refundable for courses dropped by the end of the second week for semester-length courses and by the first class meeting for courses that are more than one week in length but less than a semester.

**Early Childhood Laboratory School Fee:** An optional \$3.00 fee can be designated to support the Early Childhood Laboratory School on campus. The Early Childhood Laboratory School fee is a donation and is nonrefundable.

**Health Fee:** The Health Fee of \$20.00 per semester or \$17.00 for summer session is required of all students. Exemptions to the fee may be made through Student Health Services, before registering, for students who use prayer for healing (which must be verified in writing by the College Nurse).

The Health Fee is refundable if all courses are dropped within the refund deadlines. For full-term semester length courses the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often quite short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course.

**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 if all courses are dropped within the refund deadlines. For full-term semester length courses the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often quite short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course.

**Nonresident Tuition:** Students classified as nonresidents must also pay nonresident tuition. Nonresident tuition for the 2018-2019 academic year is \$258.00 per unit in addition to the Enrollment Fee.

**Parking Permits:** Students may purchase semester and annual parking permits through WebReg (go to "[www.mpc.edu/parkingpermits](http://www.mpc.edu/parkingpermits)"). Current parking fees and parking information can be found on the website under Campus Safety or by typing in "parking" in the search field. Vehicles without semester or annual parking permits must display a daily permit available at the daily permit dispenser machines on campus. No partial refund will be given for the difference between semester-rate and annual parking permits. The Parking Permit Fee is refundable.

Parking Permits must be returned, if received, to the Admissions and Records Office within the first two weeks of the semester. For students who have not received a permit by the refund deadline, a refund request must be received by the deadline, or no parking refund will be given. If unpaid, the charge will remain owed to the college. Please check the Admissions and Records website for ordering and fee information.

**Student Body Fee:** The \$5.00 Student Body Fee allows for a picture ID and 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. The Student Body Fee is refundable if all courses are dropped within the refund deadlines. For full-term semester length courses the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often quite short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course. Students requesting a waiver from the Student Body Fee must submit the Student Body Fee Waiver Form. The form is available on the MPC website, at the Admissions and Records Office, and at the Student Activities Office.

**Student Center Use Fee:** The Student Center Use Fee of \$10.00 per semester or \$5.00 for summer session is required of all students taking at least one course (excluding online and weekend-only courses) on the Monterey campus. This fee helps to repay a government loan which was obtained to build and maintain the Student Center. The Student Center Use Fee is refundable if all courses are dropped within the refund deadlines. For full-term semester length courses the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often quite short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course.

**Student Representation Fee:** This fee of \$1.00 is collected at the time of registration for the purpose of providing student government representatives the means to travel and attend conferences to enhance their goal in bringing forth the students' viewpoints before any political entity. The Student Representation Fee is refundable if all courses are dropped within the refund deadlines. For full-term semester length courses the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often quite short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course. Students requesting a waiver from the Student Representation Fee must submit the Student Representation Fee Waiver Form. The form is available on the MPC website, at the Admissions and Records Office, and at the Student Activities Office.

**Textbooks:** Textbooks are essential and though prices vary, textbooks for most classes are approximately \$100.00. Textbooks for accounting, nursing, math and drafting classes can be \$150.00 or more.

**Transcript Fee:** Upon the official request of the student, official transcripts are issued by the Admissions and Records Office. The first two copies of a student's transcript requested in a lifetime, under normal procedures, are provided at no charge. After the first two copies, transcript fees apply. Rush service is available for an additional cost. Transcript processing time may take up to ten business days. Transcripts cannot be released if the student has any outstanding debts and/or obligations due the District. College policy does not permit the faxing 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](http://www.mpc.edu)): click on WebReg. To request an official transcript, log on to WebReg or visit [www.studentclearinghouse.org](http://www.studentclearinghouse.org)

### **Refunds – Fees**

Students requesting refunds of the Student Center Use Fee, Health Fee, Student Body Fee, and/or Student Representation Fee, may do so if all courses are dropped within the refund deadlines. For full-term semester length courses the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often quite short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course. The same applies to the Enrollment Fee and material charges. Refunds will not be authorized for courses not dropped by the appropriate deadline.

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

### **Refund Request Process**

It is the student's responsibility to drop courses by the correct deadline. Only Enrollment Fees are automatically refunded. A Refund Request form, available on our website and at the Admissions and Records Office, must be completed and submitted to the Admissions and Records Office before the end of the semester or session in which a 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.

### **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. Refund Request forms are available at the Admissions and Records Office and on the MPC website.

### **Exception to the Refund of Fees Policy**

Any exception to the refund policy, because of extenuating circumstances, may be made to the Academic Council, upon student petition, before the end of the semester/session in which the refund is being requested. Academic Council petitions are available at the Admissions and Records Office and on the MPC website.

### **Refunds – Textbooks**

See College Bookstore on page 49 for refund policy.

# Financial Aid

[www.mpc.edu/financialaid](http://www.mpc.edu/financialaid)

## What is Financial Aid?

Financial aid is money that is given, paid or loaned on your behalf to assist you in paying for college. Be aware that financial aid will not cover all your education expenses and it is the student's responsibility to budget properly for the academic year, with or without financial aid.

## Available Programs

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Dream Act
- Cal Grants
- Full-Time Student Success Grant (FTSSG)
- Community College Completion Grant (CCCG)
- Scholarships
- Federal Direct Loans
- Federal Work-Study
- California College Promise Grant (CCPG) (formerly known as Board of Governor's Fee Waiver BOG) ONLY applies to enrollment fee. *Note that the CCPG is not a cash award, does not cover other educational expenses, and needs to be completed prior to the semester ending.*

## Basic Federal Eligibility

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

- be accepted at MPC for admission;
- be enrolled in an eligible program leading to a degree or certificate;
- be in good academic standing;
- demonstrate financial need;
- be a U.S. citizen or eligible non-citizen;
- comply with Select Service Registration requirements, if male between 18-25 years of age;
- not be in default on any federal loan or in repayment of a federal grant;
- have a valid Social Security Number;
- have earned a high school diploma, General Education Development (GED), or California High School Proficiency Examination.

## Deadlines to Apply for Financial Aid

Financial Aid is processed throughout the academic year. Some financial aid is on a first come, first served basis and it is highly encouraged to apply as soon as you can.

FAFSA and the Dream Act is available starting October 1st every year prior to the academic year applying for and closes June 30th at the end of the academic year. The priority deadline is March 2nd for both.

Cal Grant has a GPA Verification form that has to be postmarked by March 2nd and the Competitive Grant September 2nd.

## Steps to Receive Financial Aid at MPC

To be considered for financial aid at Monterey Peninsula College, a student must:

- Complete your FAFSA online at <https://fafsa.ed.gov> or the California Dream Act at [www.csac.ca.gov](http://www.csac.ca.gov) (MPC's Federal School Code 001242).
- Activate your MPC email account 24 hours after you have enrolled in courses at MPC.
- Complete your financial aid file, by checking "My Financial Aid Portal" at <https://myfinancialaid.mpc.edu/NetPartnerStudent/Logon.aspx> (accessed after FAFSA is loaded into our system and you have been admitted).
- Optional, request an official transcript(s) from all prior college(s) (unless the Department of Education requires us to verify prior college(s) attended).
- If you would like to take out a Direct Student Loan, you will need to complete the steps found on your "My Financial Aid Portal", Menu, Awards/Budgets, in the Loans section.
- Track your financial aid process on "My Financial Aid Portal" to verify that your file has been completed.

## Satisfactory Academic Progress (SAP)

In order for students to be eligible for financial aid, MPC requires students maintain financial aid Satisfactory Academic Progress (SAP) while enrolled in a course of study leading to a certificate, associate degree, or transfer program to a four year institution, whether or not financial aid was received during previous enrollment periods. SAP is monitored at the end of every semester/session. The following is considered when determining if students are maintaining SAP during the payment period:

- **Cumulative Grade Point Average (CGPA):** of at least a 2.0 (C average).
- **Cumulative Pace of Progression (CPP):** must complete a minimum of 2/3 of the units attempted/enrolled Cumulative Pace Progression (CPP).
- **150% Maximum Time Frame:** Students are required to complete their program of study (major) *within* the maximum time frame as described in the MPC College Catalog. All courses attempted are **included** when computing the 150% units attempted.

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# Academic Information

2018-2019 Catalog of Courses



# Academic Policies

## Auditing

District policy prohibits the auditing of courses. Students must be registered for each course they attend. Classes cannot overlap in time; students may register in only one course in a scheduled time period.

## Course Repetition

Effective Summer 2012, Monterey Peninsula College implemented new limitations regarding course repetitions and withdrawals in a single course. These changes were mandated by the Board of Governor's Title 5 regulations. Students repeating a course in which they previously received a substandard grade of D, F, NC, NP, and/or a non-evaluative symbol of W (Withdrawal) may be limited to a total of three enrollments.

Students are advised to carefully choose their courses each term to ensure successful completion. This new regulation is retroactive to Fall 1995. Therefore, some students may find that they have already exhausted the repeat and withdrawal limitation of three enrollments.

Students should click on "View Grades" on WebReg to review their current unofficial transcript in an effort to determine how they may be affected by this new policy. Contact the Admissions and Records Office at (831) 646-4002 if you have further questions. You may also speak with a counselor.

## 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," "NC," or "NP," or the student withdrew from the course and received a "W"; after the second attempt and received D, F, NC, or NP, the student will be required to petition the Academic Council for a third and fourth final attempt; or
2. the College catalog designates the course as repeatable 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 student meets the requirements for one of the permissible course repetition guidelines, as outlined on the Academic Council Petition: Course Repetition. Such as the course must be repeated in order to make progress toward employment and certification.
4. Cooperative Work Experience, intercollegiate athletics, and DSPS (Disability Support Programs and Services) courses may require a petition.

Students who wish to petition the Academic Council for course repetition must file an Academic Council Petition: Repeat Petition, available at the Admissions and Records Office and on our website at [www.mpc.edu/admissions/forms](http://www.mpc.edu/admissions/forms)

Counselor signatures are required for some types of course repetition.

## Grading

The following symbols are used to record student progress:

Symbol	Definition
<b>Evaluative</b>	
A	Excellent
B	Good
C	Satisfactory
D	Passing, less than satisfactory
F	Failing
P	Pass (at least satisfactory ["C" or better])
NP	No Pass (less than satisfactory ["D" or "F"])
<b>Non-evaluative</b>	
I	Incomplete
IP	In Progress
MW	Military Withdrawal
RD	Report Delayed
W	Withdrawal

## Expanded Definitions:

### Pass (P)

A "P" grade indicates completion of work with a grade of "C" or better. "P" does not affect a student's grade point average. A maximum of 20 units of "P" may be applied towards the associate degree. Departments may require majors to obtain letter grades in all courses specifically required for that major, provided the letter grade option exists. For courses that may be taken as either P/NP or for a letter grade, students must choose which option they want at the time of registration. Changes must be made before the deadline specified for the course. No changes are permitted after the deadline.

### No Pass (NP)

A "NP" grade indicates completion of work with a grade of "D" or "F." "NP" does not affect a student's grade point average. However, the course in which an "NP" grade is earned will not apply towards graduation, and the grade shall be considered in probation and dismissal procedures. For courses that may be taken as either P/NP or for a letter grade, students must choose which option they want at the time of registration. Changes must be made before the deadline specified for the course. No changes are permitted after the deadline.

### 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 term for unforeseeable, emergency, and justifiable reasons. MPC defines the end of the term as being after the last date to drop with a "W" grade. The condition for removal of the "I" will be stated on a written form by the instructor and signed by both the student and 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. The incomplete form must be received in Admissions and Records no later than two weeks after the end of the course. A final grade may be assigned by the instructor within one year when the work stipulated has been completed and evaluated. A Change of Grade Form must be 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 progress dismissal status.



**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 the grade point average or probation and dismissal status.

**Report Delayed (RD)**

A Report Delayed ("RD") grade 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 the grade point average.

**Military Withdrawal (MW)**

A "MW" grade 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 or 75% of instruction, whichever is earlier, for semester-length classes or 60% of a short-term class. No notation ("W" or other) will be made on the academic record of the student who withdraws during the first two weeks of full-term classes or 20% of a short-term class. Withdrawal after this period and up to the 14th week or 75% of instruction, whichever is earlier, for semester-length classes or 60% of a short-term class 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 Academic Council when a student petition demonstrates that the withdrawal is beyond the student's control, such as illness, accident, or other circumstances.

Prior to the drop deadline for a class, 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, resulting in unsatisfactory progress.

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

**Grading Option**

Monterey Peninsula College offers:

- some courses solely on the standard letter (A-F) grade (see page 24 for grading definitions) basis;
- some courses solely on the pass/no pass (P/NP) grade basis;
- some courses in which the student may choose to complete the course on either a letter grade or a pass/no pass (LG-P/NP) grade basis.

Offering courses for pass/no pass 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. Pass/no pass grading enables students to enroll in courses on a pass/no pass 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 pass/no pass grading.

If P/NP is an option for a course and the student wishes to take the course for P/NP, the student may request this option through WebReg. This option must be requested within 25% of the course or by the end of the fourth week for semester-length courses. All courses numbered 300 and above are always offered on the P/NP option, if graded.

**Grade Point Average (GPA)**

A grade point average (GPA) is a computation based on the value of the letter grade (A-F) for each course, the number of units associated with each course, and the total number of units attempted.

Letter Grade	Grade Points per unit
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

**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.

In course repetition for substandard work, the grade earned in the last enrollment will be used in determining the units attempted, completed, and grade points earned. 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. For GPA adjustment requests due to course repetition, a "P" grade may replace a grade of "D" or "F". An "NP" grade may not replace a "D" or "F" grade in GPA calculations. Transcripts are not audited; students must inform the Admissions and Records Office of courses repeated for substandard grades.

**Graduation**

**Graduation Requirements and Catalog Rights**

- Graduation requirements are subject to change.
- Graduation requirements are determined based on the following:
  - If continuous enrollment is maintained, students may choose the degree or certificate requirements that are in effect at either the time of entrance into MPC, or any catalog thereafter. Upon reentry to the college after an absence, catalog rights will be reestablished using the current academic catalog determined by the student's semester/term of reentry. Continuous enrollment is defined as having any grading symbol ("A" through "F", "P", "NP", "I", "IP", "MW", "RD" or "W") for a credit course entered on an official transcript during an academic year.
- Each new catalog year begins with the fall semester and includes the following spring semester and summer session.
- Students may not complete general education requirements under one catalog and major requirements under a different catalog.
- Students wishing to use a course to fulfill a General Education requirement must make sure that the course is approved for the academic year in which it is taken. The general education courses change each year. It is advised that students meet with a counselor regularly to review any changes. If a course is taken before it is approved for inclusion, or after it is removed from the list, it cannot be used to meet the area requirement.
- Requests for exception to this policy may be addressed by submitting a petition to the Academic Council.

**Graduation Petition**

Students who expect to graduate from the College must file a petition to graduate with the Admissions and Records Office. The form is available in the Admissions and Records Office and in their section of the website.

All external transcripts, military records, advanced placement scores, International Baccalaureate scores, CLEP scores, counselor course evaluations, and any other materials being used to complete graduation requirements must be on file in the Admissions and Records Office by the following petition deadlines:

<b>Graduation Term</b>	<b>Deadline to Receive Materials (projected dates)</b>
FALL	NOVEMBER 1
SPRING	APRIL 15
SUMMER	JULY 1

Students are advised to make an appointment with a counselor to evaluate eligibility for the associate degree. A counselor's signature is required on all degree petitions.

**Commencement**

Commencement is held once a year, in May or June, at the end of the Spring semester for students who have completed the requirements for their degree any semester during the school year, including the previous summer session.

**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. The Academic Council Petition form is available from the Admissions and Records Office and on the MPC website.

**Other Credit**

**Advanced Placement (AP) Examinations**

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

Students may earn credit for College Entrance Examination Board Advanced Placement (AP) exams with scores noted below. AP can be used to meet IGETC, CSU GE, and AA/AS general education requirements. For credit to be applied, students must have the College Board send their official AP exam results to the Monterey Peninsula College Admissions and Records Office. Only official, sealed copies will be accepted.  
 All units denote semester.

Advanced Placement (AP)	AP Score	MPC Course Equivalent	MPC AA/AS Degree GE Area	MPC AA/AS Degree Units	CSU GE Units/Area	CSU Credit Earned	IGETC Area	UC Credit Earned	UC Limitations Toward Credit
Art History	3, 4, or 5	ARTH 3 & 4	Humanities	6	3 units; C1 or C2	6	3A or 3B	5.3	
Biology	3, 4, or 5	BIOL 10	Natural Science w/lab	6	4 units; B2 & B3	6	5B & 5C	5.3	
Calculus AB <sup>1</sup>	3, 4, or 5	MATH 20A	Communication/ Analytical Thinking	3 (6 units max for both Calculus exams)	3 units; B4 <sup>1</sup>	3 <sup>1</sup>	2A	2.7	• 5.3 units max for both AB and BC exams; • 2.7 units max for both AB and AB Subscore
Calculus BC <sup>1</sup>	3, 4, or 5	MATH 20A (score of 3); MATH 20B (score of 4 or 5)	Communication/ Analytical Thinking	6 (6 units max for both Calculus exams)	3 units; B4 <sup>1</sup>	6 <sup>1</sup>	2A	5.3	• AB Subscore on Calc BC exam: Students who take the BC exam and earn a subscore of 3 or higher on AB portion will receive credit for the AB exam, even if they do not receive a score of 3 or higher on the BC exam (note that the max credit awarded is 5.3).
Calculus BC/AB Subscore <sup>1</sup>	3, 4, or 5	MATH 20A (score of 3 or higher)	Communication/ Analytical Thinking	3 (6 units max for both Calculus exams)	3 units; B4 <sup>1</sup>	3 <sup>1</sup>	2A	2.7	
Chemistry	3, 4, or 5	CHEM 2	Natural Science w/lab	6	4 units (6 if taken before F09); B1 & B3	6	5A & 5C	5.3	
Chinese Language and Culture	3, 4, or 5	No equivalent	Humanities	6	3 units; C2	6	3B & 6A	5.3	
Comparative Government and Politics	3, 4, or 5	POLS 2	Social Science	3	3 units; D	3	4	2.7	
Computer Science A <sup>1</sup>	3, 4, or 5	CSIS 10A	Communication/Analytical Thinking	3 (6 units max for both Comp Sci exams)	N/A	3 <sup>1</sup>	N/A	1.3	2.7 units max for both exams
Computer Science AB <sup>1</sup> (only if taken before F09)	3, 4, or 5	No equivalent	N/A	6 (6 units max for both Comp Sci exams)	N/A	6 <sup>1</sup>	N/A	2.7	
Computer Science Principles	3, 4, or 5	CSIS 9	Communication/ Analytical Thinking	6	3 units; B4	6	N/A	5.3	
English Language and Composition	3, 4, or 5	ENGL 1A	English Composition	6	3 units; A2	6	1A	5.3	
English Literature and Composition	3, 4, or 5	ENGL 1A & 1B	English Composition (3 units); and Humanities (3 units)	6	6 units; A2 & C2	6	1A or 3B	5.3	5.3 units max for both exams
Environmental Science	3, 4, or 5	BIOL 31 & 32	Natural Science w/lab	4	4 units; B1 & B3 (either B1 & B3 or B2 & B3 if taken before F09; F09 or later, only B1 & B3)	4	5A & 5C	2.7	
European History	3, 4, or 5	HIST 4 & 5	Social Science	6	3 units; C2 or D	6	3B or 4	5.3	
French Language (only if taken before F11)	3, 4, or 5	FREN 2A	Humanities	6	3 units (6 if taken before F09); C2	6	3B & 6A	5.3	
French Language and Culture	3, 4, or 5	FREN 2A	Humanities	6	3 units; C2	6	3B & 6A	5.3	
French Literature (only if taken before F09)	3, 4, or 5	No equivalent	Humanities	6	3 units; C2	6	3B & 6A	5.3	
German Language (only if taken F09 to F11)	3, 4, or 5	No equivalent	Humanities	6	3 units (6 if taken before F09); C2	6	3B & 6A	5.3	
German Language and Culture	3, 4, or 5	No equivalent	Humanities	6	3 units; C2	6	3B & 6A	5.3	
Human Geography	3, 4, or 5	GEOG 4	Social Science	3	3 units; D	3	4	2.7	
Italian Language and Culture	3, 4, or 5	ITAL 1B	Humanities	6	3 units; C2	6	3B & 6A	5.3	
Japanese Language and Culture	3, 4, or 5	JPNS 2A	Humanities	6	3 units; C2	6	3B & 6A	5.3	
Latin Literature (only if taken before F09)	3, 4, or 5	No equivalent	Humanities	6	3 units; C2	6	3B & 6A	2.7	
Latin	3, 4, or 5	No equivalent	Humanities	6	3 units; C2	6	3B & 6A	5.3 (offered May 2013 and beyond)	
Latin: Virgil (only if taken before F12)	3, 4, or 5	No equivalent	Humanities	3	3 units; C2	3	3B & 6A	2.7	

Advanced Placement (AP) (cont.)	AP Score	MPC Course Equivalent	MPC AA/AS Degree GE Area	MPC AA/AS Degree Units	CSU GE Units/Area	CSU Credit Earned	IGETC Area	UC Credit Earned	UC Limitations Toward Credit
Macroeconomics	3, 4, or 5	ECON 2	Social Science	3	3 units; D	3	4	2.7	
Microeconomics	3, 4, or 5	ECON 4	Social Science	3	3 units; D	3	4	2.7	
Music Theory (only if taken before F09)	3, 4, or 5	MUSI 10A (not IGETC-applicable)	Humanities	6	3 units; C1	6	N/A	5.3	Credit for full Music Theory exam only; no exam credit for a subscore.
Physics 1 <sup>2</sup>	3, 4, or 5	PHYS 2A	Natural Science w/lab	4 (6 units max for all Physics exams)	4 units; B1 & B3 <sup>2</sup>	4	5A & 5C	5.3	
Physics 2 <sup>2</sup>	3, 4, or 5	PHYS 2B	Natural Science w/lab	4 (6 units max for all Physics exams)	4 units; B1 & B3 <sup>2</sup>	4	5A & 5C	5.3	
Physics B <sup>2</sup> (only if taken before F15)	3, 4, or 5	PHYS 2A	Natural Science w/lab	6 (6 units max for all Physics exams)	4 units (6 if taken before F09); B1 & B3 <sup>2</sup>	6	5A & 5C	5.3	5.3 units max for all exams
Physics C <sup>2</sup> : Electricity and Magnetism	3, 4, or 5	No equivalent	Natural Science w/lab	4 (6 units max for all Physics exams)	4 units; B1 & B3 <sup>2</sup>	4	5A & 5C	2.7	
Physics C <sup>2</sup> : Mechanics	3, 4, or 5	No equivalent	Natural Science w/lab	4 (6 units max for all Physics exams)	4 units; B1 & B3 <sup>2</sup>	4	5A & 5C	2.7	
Psychology	3, 4, or 5	PSYC 1	Social Science	3	3 units; D	3	4	2.7	
Seminar	3, 4, or 5	No equivalent	N/A	0	N/A	3	N/A	N/A	
Spanish Language (only if taken before Spr14)	3, 4, or 5	SPAN 2A	Humanities	6	6 units; C2	6	3B & 6A	5.3	
Spanish Language and Culture	3, 4, or 5	SPAN 2A	Humanities	6	3 units; C2	6	3B & 6A	5.3	
Spanish Literature (only if taken before Spr13)	3, 4, or 5	No equivalent	Humanities	6	6 units; C2	6	3B & 6A	5.3	
Spanish Literature and Culture	3, 4, or 5	SPAN 2A	Humanities	6	3 units; C2	6	3B & 6A	5.3	
Statistics	3, 4, or 5	MATH 16	Communication/Analytical Thinking	3	3 units; B4	3	2A	2.7	
Studio Art: 2D Design	3, 4, or 5	ARTB 2	Humanities	3	N/A	3	N/A	5.3	
Studio Art: 3D Design	3, 4, or 5	ARTB 3	Humanities	3	N/A	3	N/A	5.3	
Studio Art: Drawing	3, 4, or 5	ARTS 10A	Humanities; or Career Exploration	3	N/A	3	N/A	5.3	5.3 units max for all exams
U.S. Government and Politics	3, 4, or 5	POLS 1	Social Science	3	3 units; D & US-2 <sup>3</sup>	3	4 (3 units) & US-2 <sup>3</sup>	2.7	
U.S. History	3, 4, or 5	HIST 17 & 18	Social Science	6	3 units; C2 or D; & US-1 <sup>3</sup>	6	3B or 4 (3 units); & US-1 <sup>3</sup>	5.3	
World History	3, 4, or 5	HIST 7 & 8	Social Science	6	3 units; C2 or D	6	3B or 4	5.3	

<sup>1</sup> If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

<sup>2</sup> If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate; and only four units of credit may be applied to a certification in GE Breadth.

<sup>3</sup> Student needs to complete a US-3 course which covers California State and Local Government in order to satisfy CSU American Institutions requirement.

**NOTE:**

- Each AP exam may be applied to one IGETC area as satisfying one course requirement, with the exception of Language Other Than English (Area 6A).
- Students who have earned credit from an AP exam should not take a comparable college course because transfer credit will not be granted for both.
- AP credit may not meet specific UC campus or UC major requirements. Consult a counselor or the UC Admissions exam credit website: <http://admission.universityofcalifornia.edu/counselors/exam-credit/>

Students may earn credit for College-Level Examination program (CLEP) exams with scores of 50 or higher. CLEP credit can be used to meet CSU GE and AA/AS general education and/or major requirements. For credit to be applied, students must have the College Board send their official CLEP exam results to the Monterey Peninsula College Admissions and Records Office. Only official, sealed copies will be accepted.

**CLEP does not apply to IGETC and is not accepted at UC.**

All units denote semester.

College-Level Examination Program (CLEP)	CLEP Score	MPC AA/AS Degree GE Area	MPC AA/AS Degree Units	CSU GE Units/Area	CSU Credit Earned
American Government	50	Social Science	3	3 units; D	3
American Literature	50	Humanities	3	3 units; C2	3
Analyzing and Interpreting Literature	50	Humanities	3	3 units; C2	3
Biology	50	N/A	3	3 units; B2	3
Calculus	50	Communication/ Analytical Thinking	3	3 units; B4	3
Chemistry	50	N/A	3	3 units; B1	3
College Algebra	50	Communication/ Analytical Thinking	3	3 units; B4	3
College Algebra - Trigonometry	50	Communication/ Analytical Thinking	3	3 units; B4	3
College Composition	50	N/A	0	N/A	0
College Composition – Modular	50	N/A	0	N/A	0
College Mathematics	50	Communication/ Analytical Thinking	3	N/A	0
English Composition (no essay)	50	N/A	0	N/A	0
English Composition with Essay	50	N/A	0	N/A	0
English Literature (only if taken before F11)	50	Humanities	3	3 units; C2	3
Financial Accounting	50	Career Exploration	3	N/A	3
French Level I*	50	N/A	6	N/A	6
French Level II*	59	Humanities	9 (12 if taken before F15)	3 units; C2	9 (12 if taken before F15)
Freshman College Composition	50	N/A	0	N/A	0
German Level I*	50	N/A	6	N/A	6
German Level II*	60	Humanities	9 (12 if taken before F15)	3 units; C2	9 (12 if taken before F15)
History, United States I	50	Social Science	3	3 units; D & US-1	3
History, United States II	50	Social Science	3	3 units; D & US-1	3
Human Growth and Development	50	Social Science; or Wellness	3	3 units; E	3
Humanities	50	Humanities	3	3 units; C2	3
Information Systems and Computer Applications	50	Communication/Analytical Thinking; or Career Exploration	3	N/A	3
Introduction to Educational Psychology	50	N/A	3	N/A	3
Introductory Business Law	50	N/A	3	N/A	3
Introductory Psychology	50	Social Science	3	3 units; D	3
Introductory Sociology	50	Social Science	3	3 units; D	3
Natural Sciences	50	N/A	3	3 units; B1 or B2	3
Pre-Calculus	50	Communication/ Analytical Thinking	3	3 units; B4	3
Principles of Accounting	50	Career Exploration	3	N/A	3
Principles of Macroeconomics	50	Social Science	3	3 units; D	3
Principles of Management	50	N/A	3	N/A	3
Principles of Marketing	50	N/A	3	N/A	3

College-Level Examination Program (CLEP) (cont.)	CLEP Score	MPC AA/AS Degree GE Area	MPC AA/AS Degree Units	CSU GE Units/Area	CSU Credit Earned
Principles of Microeconomics	50	Social Science	3	3 units; D	3
Social Sciences and History	50	Social Science	0	N/A	0
Spanish Level I <sup>4</sup>	50	N/A	6	N/A	6
Spanish Level II <sup>4</sup>	63	Humanities	9 (12 if taken before F15)	3 units; C2	9 (12 if taken before F15)
Trigonometry (only if taken before F06)	50	Communication/ Analytical Thinking	3	3 units; B4	3
Western Civilization I	50	Social Science	3	3 units; C2 or D	3
Western Civilization II	50	Social Science	3	3 units; D	3

<sup>4</sup> If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; a passing score higher than 50 listed for a test is considered "Level II" and earns additional units of credit and placement in Area C2 of CSU-GE Breadth, as noted.

Students may earn credit for International Baccalaureate (IB) exams with scores noted below. IB credit can be used to meet IGETC, CSU GE, and AA/AS general education requirements. For credit to be applied, students must have the International Baccalaureate Organization send their official IB exam results to the Monterey Peninsula College Admissions and Records Office. Only official, sealed copies will be accepted.

All units denote semester.

International Baccalaureate (IB)	IB Score	MPC AA/AS Degree GE Area	MPC AA/AS Degree Units	CSU GE Units/Area	CSU Credit Earned	IGETC Units/Area	UC Credit Earned	UC Limitations Toward Credit
Biology HL	5, 6, or 7	N/A	6	3 units; B2	6	3 units; 5B	5.3	
Chemistry HL	5, 6, or 7	N/A	6	3 units; B1	6	3 units; 5A	5.3	
Economics HL	5, 6, or 7	Social Science	6	3 units; D	6	3 units; 4	5.3	
Geography HL	5, 6, or 7	Social Science	6	3 units; D	6	3 units; 4	5.3	
History (any region) HL	5, 6, or 7	Social Science	6	3 units; C2 or D	6	3 units; 3B or 4	5.3	
Language A: Literature (any language except English) HL	4, 5, 6, or 7 (UC: 5, 6, or 7 only)	Humanities	6	3 units; C2	6	3 units; 3B & 6A	5.3	
Language A: Literature (any language) HL	4, 5, 6, or 7 (UC: 5, 6, or 7 only)	Humanities	6	3 units; C2	6	3 units; 3B	5.3	The units granted for IB exams are not counted toward the maximum number of credits required for declaration of a major or the maximum number of units a student may accumulate prior to graduation. Students who enter the UC with IB credit do not have to declare a major earlier than other students, nor are they required to graduate earlier.
Language A Language and Literature (any language except English) HL	4, 5, 6, or 7 (UC: 5, 6, or 7 only)	Humanities	6	3 units; C2	6	3 units; 3B & 6A	5.3	
Language A Language and Literature (any language) HL	4, 5, 6, or 7 (UC: 5, 6, or 7 only)	Humanities	6	3 units; C2	6	3 units; 3B	5.3	
Language A1 (any language) HL (only if taken before F13)	4, 5, 6, or 7 (UC: 5, 6, or 7 only)	Humanities	6	3 units; C2	6	3 units; 3B	5.3	
Language A2 (any language) HL (only if taken before F13)	4, 5, 6, or 7 (UC: 5, 6, or 7 only)	Humanities	6	3 units; C2	6	3 units; 3B	5.3	
Language B (any language) HL <sup>5</sup>	4, 5, 6, or 7 (UC: 5, 6, or 7 only)	Humanities	6	N/A	6	3 units; 6A	5.3	
Mathematics HL	4, 5, 6, or 7 (UC: 5, 6, or 7 only)	Communication/ Analytical Thinking	6	3 units; B4	6	3 units; 2A	5.3	
Physics HL	5, 6, or 7	N/A	6	3 units; B1	6	3 units; 5A	5.3	
Psychology HL	5, 6, or 7	Social Science	3	3 units; D	3	3 units; 4	5.3	
Theatre HL	4, 5, 6, or 7 (UC: 5, 6, or 7 only)	Humanities	6	3 units; C1	6	3 units; 3A	5.3	

<sup>5</sup>The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

**NOTE:** Additional IB exams may be accepted by UC for elective credit. Consult a counselor or the UC Admissions exam credit website: <http://admission.universityofcalifornia.edu/counselors/exam-credit/>

**Other Credit (cont'd)**

**Articulation of High School Courses**

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 enroll in the College and be in good standing prior to being granted articulated credit.

**College Level Examination Program (CLEP)**

An enrolled student may receive credit by requesting a transcript from the College Level Examination Program. Test score must be at a 50% minimum. A maximum of 30 units may be earned through CLEP.

**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 Credit by Exam list available at the Admissions and Records Office. The student must have been enrolled during a prior term, be in good standing, enrolled in at least one other course during the semester/session the exam is administered, and pay appropriate unit fees for the course. The Credit by Exam course is not part of the current unit load. The units and grade earned will be recorded on the student's permanent record at the end of the semester/session in which the exam was completed. Contact the Admissions and Records Office for the procedure and current list of courses.

**International Baccalaureate (IB) Examinations**

Monterey Peninsula College considers for transfer credit highlevel 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. 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.

**Transfer Credit**

Students who attended another college prior to Monterey Peninsula College and plan to earn a degree, certificate or transfer to a four-year college or university must have official copies of previous college work submitted directly to the Admissions and Records Office. A student may receive credit towards the associate degree or certification for CSU-GE or IGETC (see pages 74-77) from Monterey Peninsula College if the courses were lower division, and the institution was regionally accredited at the time of attendance and listed in the Accredited Institutions of Post-Secondary Education. Contact the Counseling Department for course-to-course evaluation.

**Military Credit**

Veterans who submit a DD-214 may receive Area E general education credit towards the associate degree or certification for CSU GE's Area E from Monterey Peninsula College. DD-214 credit does not apply to the IGETC or as UC-transferable credit. Contact the Counseling Department for more information.

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 (ACE) Guide.

**Student Load**

A full-time student must simultaneously carry a minimum of 12 units each semester. A student must complete an average of 15 degree-applicable units each semester, or 30 units each year, including summer session, to meet the requirements for an associate degree within two years.

Students are not permitted to register for more than 18 units each semester or for more than two courses, plus one physical activity course, for the summer session. Students capable of successfully carrying an overload may be authorized by a counselor to add additional units.

There are no minimum unit requirements for enrollment in the College, except for the purpose of qualifying for eligibility status. The following represents minimum unit load eligibility requirements:

	<b>Full-length semester</b>	<b>8-week session</b>	<b>6-week session</b>
<b>Athletic eligibility</b>	12 units	*	*
<b>Veteran's benefits</b>	12 units (full pay)	6 units (full pay)	4 units (full pay)
	9 units (3/4 pay)	—	—
	6 units (1/2 pay)	3 units (1/2 pay)	2 units (1/2 pay)
<b>Post 9/11</b>	—	6.5 units (full pay)	4 units (full pay)
<b>International students (F-1/M-1 visas only)</b>	12 units		
<b>Financial aid**</b>	**	**	**

\*Consult Physical Education Department.

\*\*Varies with the specific loan, grant or scholarship. Contact Student Financial Services.



# Academic Standards

## Academic/Progress Probation

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.

### 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 "NP" 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.

## Academic/Progress Dismissal and Readmission

### Academic Dismissal

A student on academic probation shall be dismissed when 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. The student must see an MPC counselor and complete and submit the "Petition for Readmission" form to the Academic Council. Upon readmission the student is placed on academic probation and must earn at least a 2.0 ("C") cumulative grade point average in order to continue enrollment.

### 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 "NP" 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. The student must see an MPC counselor and completes and submits the "Petition for Readmission" form to the Academic Council.

## 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 MPC record be reviewed for academic renewal 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. Two years have elapsed since the substandard grades were awarded;
2. The student has subsequently achieved a grade point average of 2.0 or higher in the last 15 units of letter grades at MPC, any regionally accredited institution, or a combination thereof. If a student chooses to use courses completed outside of MPC, the student will submit an official transcript documenting those units to Admissions and Records prior to, or at the time of, petitioning for Academic Renewal. Unofficial transcripts will not be accepted;
3. The student has met with a counselor to review their transcripts and complete a supplemental worksheet. A counselor signature is required on the petition prior to submitting it to the Academic Council.

Students desiring academic renewal must complete an Academic Council petition. If all above conditions are met, academic renewal will be granted for one of the two following options:

- a. Student selection of up to 18 units of substandard academic work ("D" or "F" grades);
- or
- b. Student selection of up to 2 entire terms of which only the substandard academic work ("D" and "F" grades) would be alleviated.

When academic renewal is granted, an annotation is made on the student's transcript indicating which grades have been alleviated from the MPC grade point average. All courses and grades remain visible on the transcript.

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.

## Attendance

Regular attendance and consistent study are student responsibilities.

A college student is expected to attend all class meetings. Failure to attend class may prevent a student from participating fully in the educational process, thus causing the student to underperform academically. Failure to attend class may also result in 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 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 Resource Center on campus. After classes begin, students are required to stop by the Veteran's Resource Center to promptly notify them of any changes in their classes or contact information.

The College maintains a written record of previous education and training of the veteran or eligible person. The College is required to report the appropriate credit accepted by the College for previous education and training.

Students receiving VA education benefits must maintain both satisfactory attendance and a grade point average (GPA) of 2.00 or higher. If a student is placed on academic or progress dismissal or GPA is below 2.0, the student will not be certified for VA education benefits until the student has seen a counselor and petitioned for readmission. If readmitted, a veteran who is dismissed should contact the MPC Veteran's Resource Center for specific details concerning continued certification of VA education benefits.

### Final Examinations

A schedule of final examinations for on-campus day classes is available on the MPC website. Students are expected to take examinations when scheduled. Final examinations for classes are documented on the syllabus. Please contact your instructor for more information. Students may not take final exams after courses have ended unless an approved Incomplete Contract is on file with the Admissions and Records Office.

### 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 these 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 "NP" or a failing grade ("F") or "0" for the assignment in question.
3. Refer the student to the Vice President of Student Services for disciplinary action.

### Scholastic Honors

Highest Honors are awarded to the student whose semester 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.

### Student Records

#### 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 and/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.

#### Transcripts

Only course work taken at MPC will appear on the transcript. Please visit the college website for ordering and fee information (more on page 19-20).



# Información en Español

2018-2019 Catalog of Courses

# Misión y metas

## Declaración de misión

Monterey Peninsula College es una institución de acceso abierto que alienta el aprendizaje y los logros de los estudiantes dentro de su comunidad diversa. MPC proporciona programas de instrucción, servicios e infraestructura de alta calidad para apoyar las metas de los estudiantes que buscan transferirse a otra institución, obtener capacitación profesional, capacidades básicas y oportunidades de aprendizaje para toda la vida.

-Adoptado por la junta directiva el 22 de octubre de 2014

## Declaración de valores

Para hacer realidad la misión de la institución y aumentar la vitalidad intelectual, cultural y económica de nuestra comunidad diversa, MPC se esmera por:

- Cultivar la colaboración para promover el éxito de los estudiantes.
- Reclutar y retener los académicos y el personal más altamente capacitado.
- Proporcionar instalaciones limpias, atractivas y seguras a los estudiantes y al plantel académico.
- Proporcionar equipo y capacitación suficientes para apoyar el aprendizaje y los logros de los estudiantes.

## Metas institucionales, 2014-2020

### Meta 1: Ayudar a los estudiantes a alcanzar sus metas educativas.

**Objetivo 1.1:** Crear, eliminar y/o modificar los programas y el plan de estudios para ayudar a los estudiantes a transferirse a otras instituciones o desarrollar sus capacidades profesionales. [Cumplir con los requisitos de SB 1440 y 440]

**Objetivo 1.2:** Desarrollar e implementar planes para el éxito y la equidad de los estudiantes. [Iniciativa de éxito estudiantil]

**Objetivo 1.3:** Continuar desarrollando un programa de continuación de la educación que incluya educación comunitaria, educación sobre contratos y desarrollo del plantel de trabajadores. Ver iniciativa estratégica y continuación de la educación. [Necesidades comunitarias]

**Objetivo 1.4:** Proporcionar servicios de apoyo esenciales para el Marina Education Center y el Seaside Public Safety Center. [Cumplir con las normas de acreditación]

**Objetivo 1.5:** Implementar el plan estratégico de aprendizaje en línea que incluye apoyo institucional, protocolos y evaluación. [Cumplir normas de acreditación]

**Objetivo 1.6:** Optimizar la participación sistemática en el proceso de reflexiones del instructor y del programa (Instructor and Program Reflections) para mejorar continuamente la calidad. [Cumplir normas de acreditación]

**Objetivo 1.7:** Revisar y modificar los procesos de programación para satisfacer las necesidades de los estudiantes y aumentar el tamaño promedio de las clases. [Responsabilidad fiscal]

**Objetivo 1.8:** Cumplir con las normas de la escuela fijadas por la institución. [Cumplir normas de acreditación]

### Meta 2: Establecer y mantener estabilidad fiscal.

**Objetivo 2.1:** Mejorar las eficiencias institucionales.

**Objetivo 2.2:** Crear e implementar un plan de mercadeo significativo.

**Objetivo 2.3:** Mejorar estratégicamente y aumentar las tasas de matriculación y retención.

**Objetivo 2.4:** Desarrollar e implementar un plan para aumentar la cantidad de estudiantes internacionales.

**Objetivo 2.5:** Crear oportunidades para asociarse con organizaciones privadas y públicas.

**Objetivo 2.6:** Obtener fondos extracurriculares.

### Meta 3: Revisar, modificar y comunicar políticas y procedimientos que apoyan la misión de la institución.

**Objetivo 3.1:** Revisar y modificar las políticas de la junta y los procedimientos administrativos según sea necesario. [Acreditación]

**Objetivo 3.2:** Desarrollar y distribuir manuales para aclarar las funciones del comité y los procesos de gobernanza compartidos.

### Meta 4: Establecer y mantener una infraestructura eficaz para promover el aprendizaje y los logros de los estudiantes .

**Objetivo 4.1:** Fortalecer la conectividad, seguridad y sustentabilidad de la infraestructura de tecnología. [Acreditación]

**Objetivo 4.2:** Implementar un sistema de gestión de la información. [Acreditación]

**Objetivo 4.3:** Desarrollar un modelo para la captación de fondos y la sustentabilidad tecnológica. [Acreditación]

**Objetivo 4.4:** Revisar y modificar el plan de las instalaciones. [Acreditación y estabilidad fiscal]

**Objetivo 4.5:** Crear e implementar un plan de recursos humanos. [Acreditación y estabilidad fiscal]

**Objetivo 4.6:** Actualizar e implementar un plan de respuesta para emergencias.

-Adoptado por la junta directiva el 19 de noviembre de 2014

# 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 recreativos de la comunidad. Los servicios de enseñanza incluyen programas de enseñanza diurna, nocturna y de fines de semana que se ofrecen en el campus principal de Monterey, en el Centro de capacitación en seguridad pública en Seaside, y en sitios fuera del campus, así como una variada selección de cursos de aprendizaje a distancia y cursos orientados a satisfacer las necesidades de los adultos mayores.

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

**Carrera técnica:** El programa de educación carrera técnica les 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 certificación, certificado de logro o el título de Asociado.

**De transferencia:** El programa de transferencia les permite a los alumnos cursar los primeros dos años a fin de prepararse para pasar a una institución que ofrezca el título de Bachillerato. Los cursos de MPC equivalen a los que se les ofrecen a los alumnos del primer y segundo año en la Universidad de California, en la Universidad Estatal de California y en universidades privadas.

**Capacitación:** Se ofrece un programa de conocimientos básicos para 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 una universidad. Se ofrece un programa de Inglés como Segundo Idioma para alumnos cuyo idioma natal no sea el inglés. Se ofrecen centros de apoyo para mejorar conocimientos lingüísticos y matemáticos en una amplia variedad de niveles.

Para promover la asistencia a Monterey Peninsula College se ofrecen muchos cursos en la comunidad, así como también en el recinto principal y en Marina y en Seaside. Se ofrecen numerosos cursos por medio del programa de Adultos Mayores en centros para ciudadanos de la tercera edad y en otros lugares de fácil acceso. MPC ofrece también cursos en las escuelas secundarias de la comunidad.

Además, Monterey Peninsula College ofrece educación a distancia por medio de su creciente número de cursos en Internet. Para algunos de los cursos de Internet se requiere 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 al (831) 645-1377.

## Notificación de no-discriminación

El Distrito está comprometido con la igualdad de oportunidades en programas educativos, empleo y acceso a programas y actividades institucionales.

El Distrito y cada individuo que representa al Distrito proporcionarán acceso a sus servicios, clases y programas sin tener en cuenta su origen nacional, religión, edad, género, identidad de género, expresión de género, raza u origen étnico, color, condición médica, Información, ascendencia, orientación sexual, estado civil, discapacidad física o mental, embarazo, o estado militar y veterano, o porque se percibe que tiene una o más de las características anteriores o se basa en la asociación con una persona o grupo con Una o más de estas características reales o percibidas.

No se utilizarán fondos del distrito para la membresía ni para ninguna participación que implique pago financiero o contribución en nombre del Distrito o cualquier persona empleada o asociada a ella, a cualquier organización privada cuyas prácticas de membresía sean discriminatorias en base al origen nacional, Religión, edad, género, identidad de género, expresión de género, raza, color, condición médica, información genética, ascendencia, orientación sexual, estado civil, discapacidad física o mental, embarazo, estado militar o veterano o porque se percibe Tener una o más de las características anteriores, o debido a su asociación con una persona o grupo con una o más de estas características reales o percibidas.

Las personas que buscan información y / o resolución de presuntas violaciones de discriminación basadas en el estatus protegido están dirigidas a contactar a Dr. Christine Erickson, Decana Asociada de Recursos Humanos, quien actúa como Oficial del Título IX, al (831) 646-4850. Esta oficina está ubicada en el Edificio de Administración.

## Reglamentos generales sobre la matrícula

Este Distrito tiene como política que, a menos que se exonere específicamente mediante un estatuto, cada curso, sección de curso, o clase, de los cuales se reporte asistencia para la ayuda estatal, siempre que los ofrezca y los mantenga el Distrito, podrá matricularse y participar toda persona que haya sido aceptada a MPC 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, la 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.

## Reglamentos generales sobre el acoso sexual

Todos los tipos de acoso son contrarios a las normas de comportamiento básicas entre individuos y están prohibidos por las leyes estatales y federales, así como por esta política y, por lo tanto, no se tolerarán. El Distrito está comprometido a proporcionar un ambiente académico y de trabajo que respeta la dignidad de los individuos y los grupos. El Distrito estará libre de acoso sexual así como de todo tipo de intimidación y explotación sexual, incluyendo los actos de violencia sexual. También estará libre de otros tipos de acoso ilícito, incluyendo aquellos basados en cualquiera de las siguientes categorías: raza, credo religioso, color, nacionalidad, ascendencia, discapacidad física, discapacidad mental, afección médica, información genética, estado civil, sexo, género, identidad de género, expresión de género, edad, orientación sexual de cualquier persona, o condición de militar o veterano, o porque se cree que la persona posee una o más de las características antedichas.

El Distrito busca alentar un ambiente en el que todos los empleados, estudiantes, pasantes/becarios sin goce de sueldo y voluntarios se sientan libres de denunciar incidentes de acoso sin temor a sufrir represalias. Por lo tanto, el Distrito también prohíbe estrictamente las represalias contra cualquier individuo por presentar una queja de acoso o por participar en una investigación de acoso. Tal comportamiento es ilegal y constituye una violación de esta política. Todas las alegaciones de represalia se investigarán rápida y exhaustivamente. Si el Distrito determina que ha habido una represalia, tomará medidas razonables dentro de su autoridad para detener tal comportamiento. Los individuos que participen en actos de represalia pueden quedar sujetos a medidas disciplinarias, hasta e incluyendo su despido o expulsión.

Todo estudiante, empleado, pasante/becario sin goce de sueldo o voluntario que crea que ha sido víctima de acoso o represalia en infracción de esta política debe denunciar de inmediato el incidente siguiendo los procedimientos descritos en AP 3435. Los supervisores tienen la obligación de reportar todos los incidentes de acoso y represalia que sean de su conocimiento.

Esta política es aplicable a todos los aspectos del ambiente académico, incluyendo de forma enunciativa y no limitativa el ambiente en la clase, las calificaciones, la jerarquía académica, las oportunidades de empleo, las becas, las recomendaciones, las medidas disciplinarias y la participación en cualquier actividad del instituto terciario. Además, esta política se aplica a todos los términos y las condiciones de empleo, incluyendo de forma enunciativa y no limitativa la contratación, la colocación, el ascenso, las medidas disciplinarias, la suspensión del empleo, la restitución del empleo, las transferencias, las ausencias con permiso, las oportunidades de capacitación y la compensación.

Con este fin, el superintendente/presidente se asegurará de que la institución complete actividades de educación y capacitación para contrarrestar la discriminación y prevenir, minimizar y/o eliminar cualquier ambiente hostil que limite el acceso igualitario a las oportunidades educacionales o afecte los términos y condiciones de empleo.

El superintendente/presidente establecerá procedimientos para definir el acoso en el campus. Además, el superintendente/presidente establecerá procedimientos para empleados, estudiantes, pasantes/becarios sin goce de sueldo, voluntarios y otros miembros de la comunidad del campus para disponer la investigación y resolución de quejas relacionadas con el acoso y la discriminación y procedimientos para que los estudiantes puedan resolver las quejas de acoso y discriminación. Todos los participantes están protegidos de actos de represalia por parte del Distrito, sus empleados, estudiantes y agentes.

Esta política y los procedimientos escritos relacionados (incluyendo el procedimiento para presentar quejas) se publicarán y publicarán ampliamente a los administradores, miembros del plantel académico, personal, estudiantes, pasantes/becarios sin goce de sueldo y voluntarios, en especial cuando sean nuevos en la institución. Estarán disponibles para los estudiantes, empleados, pasantes/becarios sin goce de sueldo y voluntarios en todas las oficinas administrativas y se publicarán en el sitio web del distrito.

Los empleados que infrinjan la política y los procedimientos relacionados podrán quedar sujetos a medidas disciplinarias, incluyendo la terminación del empleo. Los estudiantes que infrinjan la política y los procedimientos relacionados podrán quedar sujetos a medidas disciplinarias, incluyendo la expulsión. Los pasantes/becarios sin goce de sueldo que infrinjan esta política y los procedimientos relacionados podrán quedar sujetos a medidas disciplinarias, incluyendo la terminación de su participación como becario o en otro programa de experiencia de trabajo sin goce de sueldo.

Cualquier abuso sexual o maltrato físico, incluyendo de forma enunciativa y no limitativa la violación, según la define la ley de California, ya sea cometido por un empleado o miembro del público, ocurrido dentro de la propiedad del Distrito se considera una infracción de las políticas y los procedimientos del Distrito y quedará sujeto a todos los castigos aplicables, incluyendo procedimientos penales y procedimientos disciplinarios para empleados o estudiantes. Los estudiantes y los miembros del plantel académico o del personal que sean víctimas de un ataque sexual o de otro tipo se tratarán con dignidad y recibirán asistencia completa.

El superintendente/presidente establecerá procedimientos administrativos que aseguren que los estudiantes, miembros del plantel académico y del personal que sean víctimas de un ataque sexual o de otro tipo reciban la información y el tratamiento apropiados, y de que se proporcione y publicite información educacional sobre la prevención de la violencia sexual del modo exigido por ley.

Los procedimientos del Distrito para presentar quejas de discriminación y acoso están disponibles en la oficina de recursos humanos y en línea en [www.mpc.edu/hr](http://www.mpc.edu/hr)

Para obtener información adicional, visite nuestra página web sobre el Título IX ingresando la palabra "Title IX" en el motor de búsqueda del instituto terciario. Para denunciar supuestas infracciones, comuníquese con Dr. Christine Erickson, decana adjunta de recursos humanos, llamando al (831) 646-4850 o con la oficina de recursos humanos, ubicada en el edificio administrativo.

## Reglamentos generales sobre el consumo de tabaco

En interés de proteger la salud de los estudiantes, empleados, y los visitantes al campus, el fumar está prohibido excepto en estacionamientos y no dentro de 20 pies de las entradas principales, las salidas, y las ventanas operables de cualquier facilidad de MPC. Además, no se permite el uso de tabaco y otros productos vegetales para incluir el fumar, vaping y / o masticar cualquier forma de tabaco, excepto en los estacionamientos. No se permite fumar en el estacionamiento A durante horas del Mercado de Agricultores, en el estacionamiento de los empleados del Centro Internacional, en el estacionamiento J, ni en la vía de acceso al Edificio de Negocios/Matemáticas/ Informática. No se permite fumar en los vehículos propiedad de MPC. (Política 3570 de la Junta Directiva del MPC)

Los alumnos, el personal y las visitas que no cumplan con los reglamentos de consumo de tabaco serán sometidos a los procedimientos disciplinarios tal como se detallan en los artículos apropiados de los Reglamentos Generales de la Junta Directiva.

## Alumnos discapacitados

MPC hará toda modificación o ajuste académico razonable para cerciorarse de que todo alumno discapacitado goce de igualdad de oportunidades en los cursos, programas y actividades de la universidad. Los estudiantes con discapacidades que están solicitando adaptaciones académicas, ajustes académicos, servicios auxiliares, servicios y/o clases de asistencia educativa deben ponerse en contacto con el Centro de Acceso a los Recursos llamando al (831) 646-4070.

La participación de los estudiantes con discapacidades en el Centro de Acceso a los Recursos es voluntaria. Todo estudiante que elija no participar en el programa puede elegir tomar una ruta alternativa para solicitar adaptaciones a través del Coordinador de A.D.A./504, Vicepresidente de Servicios Estudiantiles. Por favor llame al (831) 646-4155 para obtener más información.

## Requisitos de ingreso

Cualquier persona que tenga 18 años de edad o más y sea capaz de aprovechar la enseñanza, o cualquier persona que tenga un Diploma de la Escuela Secundaria, un Certificado de Aptitud, un Certificado de Finalización o un Certificado de Estudios Completos reúne los requisitos para asistir a Monterey Peninsula College. 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, podrían tener que tomar un examen que se administrará independientemente para demostrar su capacidad de participar en la instrucción que ofrece MPC.

Monterey Peninsula College aceptará a los alumnos que puedan participar en la instrucción que se ofrece. Además, MPC aceptará a:

- Alumnos internacionales que dispongan de una visa de estudiante F-1 o M-1 y una puntuación mínima aceptable de 460 en el examen TOEFL, constancia de recursos económicos mientras cursen sus estudios, y la aprobación del Programa para Alumnos Internacionales.
- Los estudiantes indocumentados serán matriculados como no residentes, a menos que sean elegibles para la exención de matrícula para no residentes de California (California Nonresident Tuition Exemption) de conformidad con la ley (AB540) que fue aprobada por la legislatura en 2001 y enmendada en 2018.

## Prioridades para la inscripción

Monterey Peninsula College concede prioridad en la inscripción de acuerdo a los mandatos estatales y a la política de la universidad. El estatus de la inscripción prioritaria se puede adquirir o perder. Las acciones tales como una matriculación exitosa pueden hacer que un estudiante obtenga una prioridad anticipada en la inscripción, mientras que las acciones tales como un estatus académico insatisfactorio podrían hacer que el estudiante pierda su prioridad en la inscripción. Los estudiantes que hayan perdido su prioridad en la inscripción y quieran apelar, podrían dirigir su petición al Consejo Académico. Para las peticiones al Consejo Académico, visite el sitio web de Admisiones y Registros. La inscripción prioritaria para los estudiantes que continúan se basa en la cantidad de unidades completadas en Monterey Peninsula College y en las unidades en progreso para el semestre actual. Las unidades completadas en otras instituciones no se considerarán. Personal militar activo, los estudiantes veteranos, Foster Youth, DSPS, EOPS, CalWorks, TRIO/SSS y los estudiantes atletas tienen fechas de inscripción prioritaria específicas. Por favor, visite el sitio web de Admisiones y Registros para obtener más información.

## Clasificaciones de los alumnos

**Alumno nuevo:** Alumno que nunca se ha matriculado en ninguna universidad comunitaria o que únicamente ha asistido como estudiante del grado seis al doce.

**Alumno nuevo transferido:** Alumno que ha asistido a otra universidad aparte de Monterey Peninsula College.

**Alumno antiguo:** Alumno que el semestre/la sesión anterior se matriculó en Monterey Peninsula College.

**Alumno que regresa:** Un alumno que ha asistido a Monterey Peninsula College, pero no se matriculó durante el semestre/la sesión anterior.

**Alumno no residente:** Alumno que no cumple con los requisitos educativos 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.

### Estudiante inscrito en forma simultánea (6<sup>to</sup> - 12<sup>vo</sup> grado):

Un estudiante actualmente inscrito en el sexto al doceavo grado.

## Proceso de solicitud de ingreso: Estudiantes nuevos, que regresan, transferidos nuevos y estudiantes inscritos en forma simultánea (grados 6<sup>to</sup>-12<sup>vo</sup>)

Los formularios necesarios para el proceso de admisión se encuentran disponibles en el horario de clases, en el sitio Web de MPC ([www.mpc.edu/admissions](http://www.mpc.edu/admissions)), y en la Oficina de Admisiones y Registros.

Como parte del proceso de admisiones, para ayudar al estado de California a evaluar los programas de las universidades comunitarias (o institutos de educación superior), se exigen los números de seguro social. Los números de seguro social son obligatorios para estudiantes que solicitan ciertos tipos de ayuda financiera y aquellos que deseen obtener un formulario de impuestos 1098T. Se les asignará a todos los estudiantes un Número de Identificación de Estudiante que será usado para todos los asuntos de MPC.

**Estudiantes nuevos y antiguos:** todos los estudiantes nuevos y antiguos deben completar una Solicitud de Admisión antes de la inscripción.

**Estudiantes recientemente transferidos:** Todos los estudiantes recientemente transferidos deben presentar una Solicitud de Admisión antes de la inscripción. Adicionalmente, los estudiantes de transferencia nuevos que planean obtener un título o certificado o recibir beneficios educativos para veteranos o ayuda financiera en Monterey Peninsula College deben pedir que las escuelas a las que asistieron envíen copias oficiales de sus certificados académicos

mostrando su trabajo en la institución educativa previa directamente a la Oficina de Admisiones y Registros (Admissions and Records Office). Los expedientes académicos de otros colegios se archivan durante tres años después de la última inscripción del estudiante en Monterey Peninsula College.

**Estudiantes inscritos en forma simultánea (grados 6<sup>to</sup>-12<sup>vo</sup>):** Un estudiante que esté actualmente inscrito en sexto a doceavo grado debe completar una solicitud de ingreso, una declaración de residencia legal y un formulario de inscripción concurrente autorizado cada semestre o sesión de inscripción. Además, el estudiante debe poseer la recomendación del director de la escuela, y autorización de los padres. Los estudiantes que se encuentran en sexto-octavo grado deben contar con la aprobación adicional del Decano de Servicios Estudiantiles de MPC o la persona designada por él. No se otorgarán aprobaciones después de comenzadas las clases.

Un estudiante de 6<sup>to</sup>-12<sup>vo</sup> grado y que tiene doce o más años de edad, puede ser autorizado a ingresar sólo como estudiante especial de tiempo parcial y debe inscribirse en cursos acreditados de la institución (cursos numerados 1-199).

La institución puede restringir la admisión o inscripción en cualquier curso o programa basándose en la edad y/o el haber completado un nivel académico específico o una idoneidad demostrada para la enseñanza usando métodos y procedimientos de evaluación aprobados.

## Ingreso de alumnos internacionales

Hasta la fecha, Monterey Peninsula College ha recibido a 40+ alumnos de 20 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 optar a ser admitido, se exigen los siguientes documentos:

- 1. Una solicitud internacional** que puede ser descargada desde el sitio web de MPC [www.mpc.edu/internationalstudents](http://www.mpc.edu/internationalstudents)
- 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 la página Web antes mencionada) y estados de cuentas bancarias del alumno o de su patrocinador
- 4. Constancia de competencia en el idioma inglés** (para todos los solicitantes de idioma nativo distinto al inglés) se satisface con una calificación TOEFL mínima de 450 en el examen tomado en papel ordinario; 133 en el examen tomado por computadora (CBT); o 45 en el examen tomado 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 450 o menos, 133 por computadora o 45 por Internet, podrán reunir los requisitos para que se les acepte en forma condicional. Eso significa que los solicitantes que cumplan con los requisitos académicos y financieros de ingreso a MPC serán aceptados con la condición de que comiencen un curso intensivo de inglés en el programa de ESL del Middlebury Institute of International Studies at Monterey (MIIS): <http://www.miis.edu/academics/language/english>

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 \$6,720 anuales para los alumnos de tiempo completo; aproximadamente \$9,000 por alojamiento y comida; \$1000 por libros y útiles escolares, y \$1,592 de seguro médico; la suma de lo cual asciende a \$17,100 aproximadamente. Al matricularse, los alumnos internacionales deben comprar el seguro médico de MPC. No se les ofrece asistencia financiera.

**Información adicional:** Los solicitantes pueden comunicarse con la Oficina de Programas de Alumnos Internacionales por medio de la página Web de MPC: [www.mpc.edu/internationalstudents](http://www.mpc.edu/internationalstudents), o bien, escribir directamente a la siguiente dirección electrónica: [international\\_center@mpc.edu](mailto:international_center@mpc.edu) Por fax 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 además de los 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.

- Academia de Policía: (408) 270-6458 (South Bay Regional Safety Training Consortium)
- Enfermería: (831) 646-4258
- Student Support Services (Programa de apoyo académico): (831) 646-4246 (TRIO/SSS)

### Residencia

#### RESIDENTES DE CALIFORNIA

**Esta información se aplica a los ciudadanos estadounidenses, a los estudiantes con visas de residencia permanente, y a los estudiantes con visas que permiten el establecimiento de una 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 un año y un día antes de comenzar el semestre o la sesión, y que 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 estatales como residente, votar como residente y no poseer documentos que contradigan la residencia de California (por ejemplo, pagar impuestos en otro estado, votar en ausencia para otro estado, solicitar un 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 tras la sumisión de la forma apropiada.

#### 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 Admisiones y Registros.

Una vez que llenen una Declaración de Residencia de Dependiente Militar de Estados Unidos, los dependientes de empleados activos de las Fuerzas Armadas de EE.UU. asignados a California podrán quedar exentos de pagar los derechos de matrícula que se cobran a los no residentes. Para obtener una copia del formulario, consulte la página Web de MPC. La residencia deberá ajustarse solamente durante el plazo en el que se facturan los cargos de no-residente. Al finalizar el plazo, se terminarán los cargos. No se cambiará de residencia de manera retroactiva.

#### 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 impiden 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 disponible al público.

## Matrícula

### Horario de clases

Para cada semestre o sesión, MPC prepara un horario de clases en la página Web de MPC donde 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.

### Asistencia como oyente

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.

### Procedimientos de matrícula

Los estudiantes de Monterey Peninsula College deben utilizar la web (WebReg) para matricularse. Monterey Peninsula College ha adoptado un sistema de matriculación prioritaria para matricular a los estudiantes. Por favor vaya a [www.mpc.edu/admissions](http://www.mpc.edu/admissions) para obtener las fechas de matriculación prioritaria. Todo alumno debe pagar todas las deudas con MPC antes de matricularse.

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 cualquier semestre o sesión.

El alumno es responsable de cerciorarse de su matrícula oficial en los cursos apropiados. Los estudiantes siempre deben hacer y guardar una copia de cualquier transacción que realicen para conservarla en sus propios archivos.

### 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 agregar un curso aparecen en la página Web de MPC.

**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 75% de una clase de un semestre de duración (o al 60% de cursos de menos de un semestre de duración), lo que sea menos. Para retirarse oficialmente de un curso dentro del plazo especificado, un estudiante que califique podrá abandonar una clase ingresando en WebReg del sitio Web ([www.mpc.edu](http://www.mpc.edu)). Para obtener asistencia con WebReg, por favor visite la Oficina de Admisiones y Registros.

### Verificación de prerrequisitos

La Universidad realiza una verificación de los prerrequisitos obligatorios. Si el o los cursos de prerrequisito fueron completados en otra universidad, se debe completar el Formulario de verificación de prerrequisitos junto con la documentación requerida y presentar todo ante el Departamento de consejería en el Edificio de servicios al estudiante. Si hay un prerrequisito en progreso en otra institución, no se podrá usar para la verificación del prerrequisito hasta haber logrado una calificación final. Si el o los cursos de prerrequisito fueron completados en MPC antes de 1995, complete el Formulario de verificación de prerrequisitos y preséntelo al Departamento de consejería a fin de que controlen su registro previo de MPC. Si el o los cursos de prerrequisito fueron completados en MPC en el otoño de 1995 o posteriormente, no es necesario el Formulario de verificación de prerrequisitos.



### Cambios en la repetición y abandono de cursos

A partir del verano de 2012, Monterey Peninsula College implementó nuevas limitaciones con respecto a las repeticiones y abandonos en un curso.

Estos cambios se dispusieron en el Título 5 del Reglamento del Consejo Superior. Los estudiantes que repitan un curso en el que previamente hayan recibido una calificación inferior a D, F, NC, NP o un símbolo no-evaluativo W (Abandono), podrán inscribirse hasta tres veces.

Se les recomienda a los estudiantes elegir sus cursos cuidadosamente cada trimestre para garantizar que los finalicen. Esta nueva normativa tiene carácter retroactivo al otoño de 1995. Por lo tanto, puede suceder que algunos estudiantes hayan agotado el límite de tres inscripciones por repetición y abandono.

Los estudiantes deben hacer clic en "View Grades" en Webreg para ver su historial académico actual no oficial para determinar la manera en que pueden verse afectados por esta nueva política. Si tiene más preguntas, comuníquese con la Oficina de Admisiones y Registros al número (831) 646-4002 y, en caso de duda, también puede consultarle a un consejero.

### Repetición de cursos

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

1. La nota de calificación anterior del alumno fue una D, F, NC o NP; o bien, el alumno se retiró del curso y recibió una W; después del segundo intento y de recibir una calificación de D, F, NC o NP, el estudiante deberá solicitar un tercer y último intento al consejo Académico; o
2. Se indica en el catálogo de MPC y en el horario de clases si el curso se puede repetir y el número de veces que se puede repetir; después del segundo intento y de recibir una calificación de D, F, o NP, el estudiante deberá solicitar un tercer intento al consejo Académico; o
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 otra universidad.
4. Es posible que se requiera una solicitud para los cursos de experiencia de trabajo cooperativa, atletismo intercolegial y DSPS (Programas y servicios de apoyo por discapacidad). Los estudiantes que deseen presentar una solicitud de repetir un curso al consejo académico deben presentar una solicitud de repetición (Repeat Petition), disponible en la oficina de ingresos y registros (Admissions and Records Office) y en nuestro sitio web en [www.mpc.edu/admissions/forms](http://www.mpc.edu/admissions/forms)

Es necesario contar con las firmas de los asesores para algunos tipos de repeticiones de cursos.

## Número de horas de clases y de estudio

El alumno de tiempo completo debe llevar un mínimo de doce unidades por semestre. 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, incluyendo la sesión de verano. Todos los cursos deberán ser aplicables a dicho título. No se le permite al alumno matricularse en más de dieciocho unidades en cada semestre ordinario; y para la sesión de verano, en más de dos cursos, más uno de actividad física. Los estudiantes que superen la cantidad máxima permitida pueden recibir autorización de un asesor para agregar unidades adicionales.

## Programa de éxito y apoyo estudiantil

El proyecto de ley del senado 1456 enmendó y cambió el nombre de la Ley de matriculación de 1986 (Matriculation Act of 1986) a Ley Seymour-Campbell de éxito del estudiante (Seymour-Campbell Student Success Act) de 2012. La nueva legislación, conocida como el Programa de éxito y apoyo estudiantil (Student Success and Support Program) entró en vigencia el 1 de enero de 2013 y será implementado en etapas a lo largo de un plazo de cinco años. El Programa de éxito y apoyo estudiantil apoya la transición de nuevos estudiantes matriculados (no exentos) al instituto terciario proporcionándoles los servicios necesarios de evaluación, orientación, asesoramiento / planificación de la educación y seguimiento. Los estudiantes deben completar un plan de evaluación, orientación y educación antes de su fecha de matriculación prioritaria.

### Entre las responsabilidades de la escuela terciaria están:

1. Proporcionar políticas claras que reflejan los derechos y responsabilidades de los estudiantes y otras políticas del Programa de éxito y apoyo estudiantil.
2. Proporcionar un proceso de ingreso y registros que le permita a la escuela terciaria obtener la información exigida por el estado que se usará como fundamento para proporcionar servicios a los estudiantes.
3. Proporcionar un proceso de evaluación usando múltiples pruebas para determinar la preparación académica en Inglés, Lectura y Matemática. Los resultados de estas evaluaciones serán utilizados por la escuela terciaria para ayudar a los estudiantes en la selección de cursos académicos. Hay evaluaciones adicionales disponibles en áreas de estudio/capacidades de aprendizaje/intereses e intereses técnicos de la carrera.
4. Proporcionar un proceso de orientación diseñado para familiarizar a los estudiantes con los programas y servicios de la escuela terciaria, las instalaciones y el campus, las expectativas académicas y las políticas y los procedimientos del instituto terciario.
5. Proporcionar servicios de asesoramiento para ayudar a los estudiantes a seleccionar cursos, desarrollar un plan de educación para el estudiante y usar los servicios de apoyo del campus. Se proporcionarán servicios adicionales de consejo y asesoramiento a los estudiantes que no han declarado sus metas educacionales, están matriculados en cursos de capacidades básicas, están en un período de prueba/suspensión o han sido identificados como estudiantes de alto riesgo.
6. Proporcionar el desarrollo de un plan de educación estudiantil completo una vez que el estudiante ha identificado un curso de estudio.
7. Establecer un proceso para controlar el progreso de los estudiantes y proveer la asistencia necesaria para que alcancen sus metas educacionales.

### Las responsabilidades del alumno consisten en:

1. Presentar expedientes académicos oficiales de todas las escuelas secundarias y universidades a las cuales ha asistido.
2. Obtener y leer el catálogo de MPC, el horario de clases, las hojas y demás materiales que se le ofrecen al alumno y en los cuales se detallan las normas generales y procedimientos de dicho centro.
3. Indicar como mínimo una meta educativa general al ingresar.
4. Declarar una meta educativa específica 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 MPC estima necesarios para que el alumno alcance las metas educativas que se propone.

6. Asistir a todas las clases y cumplir con todo el trabajo de sus cursos
7. Terminar los cursos y seguir avanzando hacia los objetivos educativos establecidos.

### Programa STEP

Existen seis pasos importantes que se deben seguir antes de comenzar un curso en Monterey Peninsula College:

- Admisión
- Ayuda financiera (opcional)
- Orientación (en línea o en persona)
- Evaluación
- Asesoramiento/Apoyo (Plan de educación estudiantil)
- Inscripción

El concluir dichos pasos agilizará el proceso de la matrícula y aumentará notablemente las oportunidades de lograr resultados fructuosos en el plano académico. MPC les aconseja a todos los alumnos NUEVOS participar en el programa STEP.

**PASO UNO – Admisión:** Presente la solicitud de ingreso y pida que se envíen por correo los expedientes académicos a la Oficina de Admisiones y Registros.

**PASO DOS – Ayuda financiera (opcional):** Considere la ayuda financiera si tiene dificultad para pagar. Para obtener más información sobre los diferentes tipos de ayuda financiera disponible y sobre cómo solicitarla, consulte la página 21, visite el sitio Web de los Servicios Financieros para Estudiantes en [www.mpc.edu/financialaid](http://www.mpc.edu/financialaid), o bien visite los Servicios Financieros en el Centro de Estudiantes.

**PASO TRES – Orientación:** Complete la orientación en línea o inscríbese en el curso PERS 10 (Introduction to College Success) para recibir información sobre los programas educativos, reglamentos generales y procedimientos de MPC y el desarrollo de un Plan Educativo del estudiante. Visite el sitio web de Orientación <http://www.mpc.edu/student-services/core-services/orientation> para aprender más sobre cómo completar este paso.

Los nuevos alumnos transferidos que sigan su introducción en otra universidad deberán presentar un formulario de Verificación de Introducción ante el Departamento de Orientación. Este formulario está disponible en <http://www.mpc.edu/orientation>

**PASO CUATRO – Evaluación:** Los estudiantes que piensen tomar una clase de inglés o matemáticas (o un curso con un requisito previo de inglés o matemáticas) deben ser evaluados para asignarles el nivel adecuado. Las sesiones de evaluación se ofrecen varias veces durante el año y pueden durar hasta tres horas. Las fechas y horas de dichas sesiones se pueden ver en [www.mpc.edu/assessment](http://www.mpc.edu/assessment). Las evaluaciones están disponibles en el campus. Compruebe el sitio web de evaluación [www.mpc.edu/assessment](http://www.mpc.edu/assessment) para fechas disponibles. Por favor llame al (831) 646-4027 si tiene alguna pregunta. Si un estudiante está exento de la evaluación por sus calificaciones en exámenes o cursos de requisito previo, el estudiante debe proveer sus boletines de calificaciones o expediente académico al Departamento de Orientación.

Los estudiantes discapacitados que necesitan adaptaciones especiales para una evaluación deben comunicarse con el Centro de Acceso a los Recursos para hacer los arreglos necesarios. Teléfono (831) 646-4070. Los usuarios de TTY pueden usar 711 Relay Services.

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 dura unas tres horas.

### PASO CINCO – Asesoramiento/apoyo (plan de educación):

Los nuevos alumnos que han sido evaluados y han terminado su evaluación de introducción pueden concertar una cita con un consejero a fin de preparar su plan de educación individual. Por favor llame al (831) 646-4020 por una cita.

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 SEIS – Matrícula:** Al terminar el alumno su evaluación, introducción y orientación o asesoramiento, consulte las fechas de matrícula por Internet en [www.mpc.edu/admissions](http://www.mpc.edu/admissions)

### Normas generales sobre la exención del programa de éxito y apoyo estudiantil

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:

1. Recibió crédito por la materia de Inglés por haber completado la evaluación CLEP (percentil 50) o la de colocación avanzada (Advanced Placement) (calificación de 3 o mayor).
2. Recibió crédito por la materia de Matemática por haber completado la evaluación CLEP (percentil 50) o la de colocación avanzada (Advanced Placement) - AB o BC (calificación de 3 o mayor).
3. Recibió una calificación de “estándar superado (Standard Exceeded)” en la prueba CAASPP del décimo primer grado. Para la colocación en el curso de Matemática, se puede considerar una calificación de “estándar alcanzado (Standard Met)” con documentación adicional.
4. Recibió una calificación de “C” o más en el curso de Inglés de requisito previo.
5. Recibió una calificación de “C” o más en el curso de Matemática de requisito previo.
6. Obtuvo un título de bachiller o mayor de una institución acreditada.
7. Está tomando cursos por interés personal que no tienen requisitos previos de Inglés o Matemática.
8. Está tomando cursos para avanzar en su empleo / carrera actual (actualización de capacidades laborales) que no tienen requisitos previos de Inglés o Matemática.
9. Está tomando cursos para mantener una certificación o licencia que no tienen requisitos previos de Inglés o Matemática.

#### Orientación (sesión de planificación de matriculación):

1. Obtuvo un título de asociado o mayor.
2. Asistió a la orientación en otro instituto terciario.
3. Estudiante de 6to-12do grado que no está matriculado en un curso AB 288 de matriculación doble.
4. Está simultáneamente matriculado en otro instituto terciario / universidad y recibe servicios de matriculación en ese instituto terciario / universidad.

5. Está tomando cursos por interés personal.
6. Está tomando cursos para avanzar en su empleo/carrera actual (actualización de capacidades laborales).
7. Está tomando cursos para mantener una certificación o licencia.

#### Asesoramiento/consejos (plan de educación):

1. Ha obtenido un título de asociado o más alto y no tiene intenciones de obtener otro título.
2. Estudiante de 6to-12do grado que no está matriculado en un curso AB 288 de matriculación doble.
3. Está simultáneamente matriculado en otro instituto terciario / universidad y recibe servicios de matriculación en ese instituto terciario / universidad.
4. Está tomando cursos por interés personal.
5. Está tomando cursos para avanzar en su empleo/carrera actual (actualización de capacidades laborales).
6. Está tomando cursos para mantener una certificación o licencia.

#### Quejas sobre los programas para el éxito estudiantil y de apoyo

Si un estudiante cree que una evaluación, orientación, asesoramiento o cualquier otro procedimiento del Programa de éxito y apoyo estudiantil se está aplicando de manera discriminatoria, tal estudiante puede presentar una queja escrita. Para obtener información adicional sobre los procedimientos de queja, comuníquese con el director de éxito y equidad estudiantil (Student Success and Equity) llamando al (831) 646-4261.

## Derechos de matrícula

Las cuotas y la matrícula son pagaderas en el momento de la matriculación usando dinero en efectivo, cheque, giro postal, VISA o MasterCard. Se pueden usar Visa y MasterCard al matricularse por WebReg. Para obtener más información sobre las cuotas, los pagos y los reembolsos, por favor visite [www.mpc.edu/admissions](http://www.mpc.edu/admissions)

**Todas las cuotas y los costos de matriculación pueden cambiar sin notificación previa.**

#### Gastos

**Cuota de matriculación en el instituto terciario comunitario:** Los estudiantes deben pagar una cuota de matriculación de \$46.00 por unidad. No se requiere cuota de matriculación a los estudiantes que son residentes de California y reciben beneficios bajo el Programa de asistencia temporaria para familias necesitadas (Temporary Assistance for Needy Families Program), el Programa de seguridad de ingresos/suplementario del estado suplementarios de seguridad (Security Income/State Supplementary Program), o del Programa de asistencia general (General Assistance Program). La oficina de servicios financieros estudiantiles (Student Financial Services) determina la elegibilidad antes de la matriculación. La cuota de matriculación es reembolsable para los cursos que se abandonan antes de finalizar la segunda semana de los cursos semestrales y antes de la primera clase para los cursos que duran más de una semana pero menos de un semestre.

**Cuota de la escuela laboratorio para la niñez temprana:** Se puede designar una cuota opcional de \$3.00 para apoyar la escuela laboratorio para la niñez temprana (Early Childhood Laboratory School) en el campus. La cuota para la escuela laboratorio para la niñez temprana es una donación y no es reembolsable.

**Cuota de salud:** Todos los estudiantes deben pagar una cuota de salud de \$20.00 por semestre o \$17.00 por las clases de verano. Se pueden hacer excepciones a esta cuota a través de la oficina de servicios de salud estudiantil (Student Health Services), antes de matricularse, para los

estudiantes que utilizan la plegaria para la sanación (lo cual debe ser verificado por escrito por el enfermero o enfermera del instituto terciario).

La cuota de salud es reembolsable si se abandonan todos los cursos dentro de los plazos establecidos para el reembolso. Para los cursos que duran un semestre completo, típicamente ese plazo termina al final de la segunda semana de clase. Los cursos de corta duración tienen plazos individuales, que generalmente son muy cortos. Por favor consulte el eslabón de fechas de cursos en WebReg o pida más información en la oficina de ingresos y registros sobre los plazos de vencimiento para recibir reembolso por un curso.

**Cuota por materiales de instrucción:** Monterey Peninsula College puede exigir que los estudiantes que se matriculan en algunos cursos paguen cuotas de materiales, si los materiales necesarios para la clase/el laboratorio se usan para producir un producto final y poseen un valor que continúa para el estudiante fuera del salón de clases/laboratorio. Las cuotas de materiales son reembolsables si se abandonan todos los cursos dentro de los plazos establecidos para el reembolso. Para los cursos que duran un semestre completo, típicamente ese plazo termina al final de la segunda semana de clase. Los cursos de corta duración tienen plazos individuales, que generalmente son muy cortos. Por favor consulte el eslabón de fechas de cursos en WebReg o pida más información en la oficina de ingresos y registros sobre los plazos de vencimiento para recibir reembolso por un curso.

**Matrícula para no residentes:** Los estudiantes clasificados como no residentes también deben pagar una matrícula para no residentes. La matrícula para no residentes para el año académico 2018-2019 es de \$258.00 por unidad, además de la cuota de matriculación.

**Permisos para estacionar:** Los estudiantes pueden comprar permisos para estacionar semestrales o anuales a través de WebReg (vaya a "www.mpc.edu/parkingpermits"). Puede encontrar información sobre las cuotas de estacionamiento actuales y sobre el estacionamiento en el sitio web bajo Campus Safety (Seguridad en el campus) o ingresando la palabra "parking" (estacionamiento) en la ventana de búsqueda. Los vehículos sin permisos para estacionar semestrales o anuales deben exhibir un permiso para estacionar diario disponible en las máquinas expendedoras de permisos diarios ubicadas en el campus. No se reembolsará ninguna diferencia entre las tasas de estacionamiento de los permisos semestrales y anuales. La cuota de permiso para estacionar es reembolsable.

Los permisos para estacionar deben devolverse, si se han recibido, a la oficina de ingresos y registros dentro de las dos primeras semanas del semestre. En el caso de los estudiantes que no han recibido un permiso antes del final del plazo de reembolso, se debe recibir una solicitud de reembolso antes de tal fecha. De lo contrario, no se hará ningún reembolso. Si no se ha pagado, se seguirá debiendo ese costo a la institución terciaria. Por favor vea el sitio web de ingresos y registros para obtener información sobre cómo presentar la solicitud y las cuotas.

**Cuota del cuerpo estudiantil:** La cuota de \$5.00 para el cuerpo estudiantil permite la emisión de identificaciones con foto y apoya el gobierno estudiantil, además de permitir al estudiante recibir descuentos de los minoristas locales, préstamos de corto plazo de ASMP para casos de emergencia, entradas gratuitas o de precio reducido a todos los eventos deportivos, bailes y otras actividades culturales, sociales o académicas patrocinadas por Monterey Peninsula College. La cuota del cuerpo estudiantil es reembolsable si se abandonan todos los cursos dentro de los plazos establecidos para el reembolso. Para los cursos que duran un semestre completo, típicamente ese plazo termina al final de la segunda semana de clase. Los cursos de corta duración tienen plazos individuales, que generalmente son muy cortos. Por favor consulte el eslabón de fechas de cursos en WebReg o pida más información en la oficina de ingresos y registros sobre los plazos de vencimiento para recibir reembolso por un

curso. Los estudiantes que deseen solicitar una exención de la cuota del cuerpo estudiantil deben presentar un formulario de exención de la cuota del cuerpo estudiantil. El formulario está disponible en el sitio web de MPC, en la oficina de ingresos y registros, y en la oficina de actividades estudiantiles.

**Cuota de uso del centro estudiantil:** Todos los estudiantes que toman por lo menos un curso en el campus de Monterey (excluyendo los cursos en línea y los que solo duran un fin de semana) deben pagar la cuota de uso del centro estudiantil de \$10.00 por semestre o \$5.00 por las clases de verano. Esta cuota ayuda a pagar un préstamo del gobierno que se obtuvo para construir y mantener el centro estudiantil. La cuota de uso del centro estudiantil es reembolsable si se abandonan todos los cursos dentro de los plazos establecidos para el reembolso. Para los cursos que duran un semestre completo, típicamente ese plazo termina al final de la segunda semana de clase. Los cursos de corta duración tienen plazos individuales, que generalmente son muy cortos. Por favor consulte el eslabón de fechas de cursos en WebReg o pida más información en la oficina de ingresos y registros sobre los plazos de vencimiento para recibir reembolso por un curso.

**Cuota de representación estudiantil:** Esta cuota de \$1.00 se cobra en el momento de la matriculación para proporcionar a los representantes del gobierno estudiantil los recursos necesarios para viajar y asistir a conferencias para impulsar su meta de dar a conocer los puntos de vista de los estudiantes ante las entidades políticas. La cuota de representación estudiantil es reembolsable si se abandonan todos los cursos dentro de los plazos establecidos para el reembolso. Para los cursos que duran un semestre completo, típicamente ese plazo termina al final de la segunda semana de clase. Los cursos de corta duración tienen plazos individuales, que generalmente son muy cortos. Por favor consulte el eslabón de fechas de cursos en WebReg o pida más información en la oficina de ingresos y registros sobre los plazos de vencimiento para recibir reembolso por un curso. Los estudiantes que deseen solicitar una exención de la cuota de representación estudiantil deben presentar un formulario de exención de la cuota de representación estudiantil. El formulario está disponible en el sitio web de MPC, en la oficina de ingresos y registros, y en la oficina de actividades estudiantiles.

**Libros de texto:** Los libros de texto son esenciales y, aunque sus precios varían, los libros de texto de la mayoría de las clases cuestan aproximadamente \$100.00. Los libros de texto de contabilidad, enfermería, matemática y dibujo técnico pueden costar \$150.00 o más.

**Cuota por expediente académico:** La oficina de ingresos y registros emite expedientes académicos cuando los estudiantes los solicitan oficialmente. Las primeras dos copias del expediente académico del estudiante en su vida, en circunstancias normales, se proporcionan sin costo alguno. Después de las dos copias, se cobra una cuota por el expediente académico. Se ofrece servicio acelerado por un costo adicional. El expediente académico puede tardar hasta diez días hábiles para procesarse. No se puede entregar el expediente académico si el estudiante tiene alguna deuda u obligación pendiente con el Distrito. Las políticas de la institución terciaria no permiten mandar los expedientes académicos por fax. MPC no reenviará los expedientes académicos de la escuela secundaria ni de otras instituciones terciarias.

Hay expedientes académicos no oficiales disponibles para los estudiantes que asistieron a MPC desde 1995 en nuestro sitio web ([www.mpc.edu](http://www.mpc.edu)): haga clic en WebReg. Para solicitar un expediente académico, inicie sesión en WebReg o visite [www.studentclearinghouse.org](http://www.studentclearinghouse.org)

### Reembolsos: Cuotas

Los estudiantes pueden solicitar reembolso de la cuota de uso del centro estudiantil, la cuota de salud, la cuota del cuerpo estudiantil y/o la cuota de representación estudiantil si abandonan todos los cursos dentro de los plazos establecidos para el reembolso. Para los cursos que duran un semestre completo, típicamente ese plazo termina al final de la segunda semana de clase. Los cursos de corta duración tienen plazos individuales, que generalmente son muy cortos. Por favor consulte el eslabón de fechas de cursos en WebReg o pida más información en la oficina de ingresos y registros sobre los plazos de vencimiento para recibir reembolso por un curso. Lo mismo es aplicable para la cuota de matriculación y la cuota de materiales. No se autorizarán reembolsos por los cursos abandonados después del plazo apropiado establecido.

Se podrá retener una cuota de procesamiento de reembolso de \$10 por semestre/sesión del reembolso de la cuota de matriculación por los cursos abandonados que no han sido cancelados por el instituto terciario.

### Proceso de solicitud de reembolso

El estudiante tiene la responsabilidad de abandonar los cursos dentro del plazo correcto. Solo las cuotas de matriculación se reembolsan automáticamente. Se debe completar y presentar un formulario de solicitud de reembolso, disponible en nuestro sitio web y en la oficina de ingresos y registros, antes de finalizar el semestre o la sesión para la que se debe el reembolso. De no ser así, no se hará ningún reembolso. Toda cuota/matriculación que se cobre por una clase que es cancelada por el instituto terciario o se cobra por error se reembolsará cuando así se solicite. Las solicitudes de reembolso deben presentarse SOLAMENTE a través de la oficina de ingresos y registros. La oficina de servicios fiscales envía cheques de reembolso o acredita el monto a las cuentas de tarjeta de crédito.

### Clases canceladas

Toda cuota/matriculación que se cobre por una clase que es cancelada por el instituto terciario o se cobra por error se reembolsará cuando así se solicite. Hay formularios de reembolso disponibles en la oficina de ingresos y registros y en el sitio web de MPC.

### Excepción a la política de reembolso de cuotas

El estudiante puede solicitar una excepción a la política de reembolso por circunstancias atenuantes al consejo académico antes de finalizar el semestre/ la sesión para el cual se está solicitando el reembolso. Hay solicitudes del consejo académico disponibles en la oficina de ingresos y registros y en el sitio web de MPC

### Reembolsos: libros de texto

Vea la librería del instituto terciario en la página 49 para informarse sobre la política de reembolso.

# Ayuda financiera

([www.mpc.edu/financialaid](http://www.mpc.edu/financialaid))

## ¿Qué es asistencia financiera?

La asistencia financiera es dinero que se otorga, paga o presta en nombre suyo para ayudarle a pagar el instituto terciario. Tenga en cuenta que la asistencia financiera no cubrirá todos sus gastos educacionales y que es responsabilidad del estudiante presupuestar apropiadamente sus gastos para el año académico, con o sin asistencia financiera.

## Programas disponibles

- Subvención federal Pell (Federal Pell Grant)
- Subvención federal de oportunidad de educación suplementaria (Federal Supplemental Education Opportunity Grant) (SEOG)
- Ley Dream (Dream Act)
- Subvenciones Cal (Cal Grants)
- Subvención para el éxito de estudiantes de tiempo completo (Full-Time Student Success Grant) (FTSSG)
- Subvención para completar la institución terciaria (Community College Completion Grant) (CCCG)
- Becas
- Préstamos federales directos
- Programa federal de trabajo-estudio (Federal Work-Study)
- Subvención californiana de promesa de institución terciaria (California College Promise Grant) (CCPG) (conocida antiguamente como exención de cuotas de la junta del gobernador (Board of Governor's Fee Waiver) (BOG)). SOLO es aplicable a la cuota de matriculación. Tenga en cuenta que la CCPG no ofrece dinero en efectivo, no cubre otros gastos educacionales y debe completarse antes de finalizar el semestre.

## Elegibilidad federal básica

Para recibir y mantener elegibilidad para la asistencia financiera, un estudiante debe:

- ser aceptado para ingresar a MPC;
- estar matriculado en un programa elegible que culmina con un título o certificado;
- estar en buena posición académica;
- demostrar la necesidad financiera;
- ser ciudadano de EE. UU. o un no ciudadano elegible;
- cumplir con los requisitos de la inscripción en el servicio selecto (Select Service Registration) si es un hombre de entre 18-25 años;
- no haber incumplido con ningún préstamo federal ni estar devolviendo una subvención federal;
- tener un número de seguro social válido;
- haber obtenido un diploma de la secundaria, un diploma de desarrollo de la educación general (General Education Development) GED), o pasado el examen de dominio de la escuela secundaria de California (California High School Proficiency Examination).

## Plazos para solicitar asistencia financiera

La asistencia financiera se procesa durante todo el año académico.

Algunos tipos de asistencia financiera dependen del orden de llegada y se recomienda solicitarlos lo antes posible. La asistencia de FAFSA y la de Dream Act están disponibles a partir del 1ro de octubre del año anterior al año académico para el cual se presenta la solicitud y cierran el 30 de junio al finalizar el año académico. El plazo de prioridad vence el 2 de marzo para ambas.

La subvención Cal (Cal Grant) tiene un formulario de verificación de promedio de calificaciones (GPA Verification form) que debe enviarse por correo a más tardar el 2 de marzo y la subvención competitiva antes del 2 de septiembre.

## Pasos para recibir asistencia financiera en MPC

Para ser considerado para recibir asistencia financiera en Monterey Peninsula College, un estudiante debe:

- Completar su solicitud de FAFSA en línea en <https://fafsa.ed.gov> o la de California Dream Act en [www.csac.ca.gov](http://www.csac.ca.gov) (el código federal escolar de MPC es 001242).
- Activar su cuenta de correo electrónico de MPC 24 horas después de matricularse en cursos en MPC.
- Completar su archivo de asistencia financiera revisando "My Financial Aid Portal" (Mi portal de asistencia financiera) en <https://myfinancialaid.mpc.edu/NetPartnerStudent/Logon.aspx> (a la cual se puede acceder después de que la solicitud FAFSA se carga en nuestro sistema y se ha aceptado su ingreso a la institución).
- Opcional, solicitar expedientes académicos de todas las instituciones terciarias previas (a menos que el Departamento de Educación nos exija verificar la asistencia previa a instituciones terciarias).
- Si desea sacar un préstamo estudiantil directo, deberá completar los pasos indicados en "My Financial Aid Portal" (Mi portal de asistencia financiera), menú, otorgamientos/ presupuestos, en la sección de préstamos.
- Puede hacer un seguimiento de su proceso de asistencia financiera yendo a "My Financial Aid Portal" (Mi portal de asistencia financiera) para verificar que se ha completado su archivo.

## Progreso académico satisfactorio

Para que los estudiantes sean elegibles para obtener asistencia financiera, MPC les exige mantener un progreso académico satisfactorio (Satisfactory Academic Progress) (SAP) mientras estén matriculados en un curso de estudio que culmina con un certificado, un título de asociado o un programa de transferencia a una institución de cuatro años, hayan o no recibido asistencia financiera durante los períodos de matriculación previos. El SAP se controla al final de cada semestre/sesión. Se considera lo siguiente para determinar si los estudiantes están manteniendo un SAP durante el período de pago de cada semestre, sin importar que hayan o no recibido asistencia financiera. Para mantener un progreso académico satisfactorio durante un semestre dado, el estudiante debe:

- **Tener un promedio de calificaciones (Cumulative Grade Point Average) (CGPA):** de por lo menos 2.0 (promedio C).
- **Tasa de progreso acumulativo (Cumulative Pace of Progression) (CPP):** debe completar un mínimo de 2/3 de las unidades intentadas/matriculadas en Tasa de progreso acumulativo (CPP).
- **Plazo máximo del 150%:** Los estudiantes deben completar los estudios de su programa (especialización) dentro del plazo máximo descrito en el catálogo de MPC College. Se incluyen todos los cursos intentados cuando se calcula el 150% de las unidades intentadas.

# Criterios académicos

## Plagio y conducta deshonestas

La honradez académica es la piedra angular de la comunidad educativa, 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. Parfrasear sin reconocer debidamente las fuentes.
3. Apoderarse de información o ideas de otras personas sin darles su reconocimiento.

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.

### Conducta deshonestas

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 consideradas como conducta deshonestas:

1. Fijarse sin autorización en información de cualquier fuente no autorizada o del trabajo de otro alumno durante un examen, o de cualquier trabajo que será calificado o recibirá puntuación, o bien, adquirir de alguna forma 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 algo deshonesto

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

### Consecuencias

La medida disciplinaria por hacer algún acto deshonesto 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 resultarán en medidas disciplinarias adicionales.
2. Emitir un N o una nota de reprobación (F o O) por la tarea en cuestión.
3. Remitir al alumno al vicepresidente del Departamento de Servicios al Alumno para que se le apliquen medidas disciplinarias.



# Student Information

2018-2019 Catalog of Courses



# College Services

## Access Resource Center

Monterey Peninsula College provides equal opportunities and access to students with disabilities. The Access Resource Center offers services and education assistance classes for students with disabilities based upon educational limitations.

To support students with disabilities, the faculty and staff provide a variety of academic adjustments, auxiliary aids, services, and instruction which can include:

- Learning disability assessment (C.C.C. eligibility model)
- Assistive Technology access or loan
- Classroom testing accommodations
- In-class notetakers
- Sign Language Interpreters
- Liaison with campus programs and/or community agencies
- Readers and scribes
- Registration assistance
- Specialized academic advising
- Disability-related counseling
- Priority Registration

A number of education assistance classes are offered each semester. The faculty have a wide variety of expertise in disability-related fields and offer a diverse curriculum that supports students with disabilities the opportunity to fully access college courses. Examples of the classes which may be offered include:

- Adapted Physical Education
- Assistive Technology Applications
- Assistive Technology Projects
- Auditory Processing Strategies Lab
- Introductory Computer Skills Lab
- Learning Skills Assessment
- Self-advocacy Strategies Lab
- Thinking and Reasoning Skills
- Writing Skills Development
- Reading Skills Development

In order to participate in this program, students with disabilities who attend Monterey Peninsula College must complete an Application for Services in the Access Resource Center; submit a professional verification of their disability or arrange for a Learning Skills Assessment, where indicated, through the Access Resource Center program; develop an Academic Accommodation Plan with an ARC counselor; and demonstrate measurable progress toward their educational goals. The Access Resource Center does not provide personal attendant care; students must be able to negotiate the campus facilities independently.

For more information and campus assistance, contact the Access Resource Center at (831) 646-4070 or email [arcinfo@mpc.edu](mailto:arcinfo@mpc.edu). The Access Resource Center office is open from 8:00 a.m. to 4:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday. Evening services may be arranged with adequate advance notice. The office is located on the first floor of the Student Services Building in STS 115.

## Admissions and Records Office

Student academic records are maintained by the Admissions and Records Office located in the Student Services Building. Registration for classes, adding or dropping of classes, issuing of transcripts, refund requests, graduation petitions, Academic Council petitions, transcript evaluation, and corrections to permanent records are handled through this office. Telephone (831) 646-4002 or visit the Admissions and Records portion of the MPC website 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 career technical goals. MPC CalWORKS assists students with enrollment and orientation to college and helps students meet their work requirements through work study awards and classroom hours. Students also receive advisement, counseling and referrals to other campus services as well as other community-based services and programs. Eligible students participating in the MPC CalWORKS Program receive support and assistance with childcare, book vouchers, work study, advocacy and educational workshops. For information about CalWORKS services, please call (831) 646-4248.

## 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. 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 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 the Student Services Building.

## 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

Successful completion of PERS 71 is required prior to individualized career counseling. Students who are either undecided or who wish to validate a choice of major meet with a career counselor to discuss specific needs and to outline a strategy to assist them in meeting their career development goals. Targeted modules in this process may include career assessments, career exploration, decision making/goal setting, and/or job search strategies. Please call the Counseling Department at (831) 646-4020 to schedule an appointment.

## Career & Transfer Resource Center

The Career & Transfer Resource Center offers career and transfer resources, workshops, guidance and referral. The CTRC 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, EUREKA (computerized software to research schools, majors and occupations) and access the Internet. Computers, printers, and phone are available to use for career or transfer purposes. See pages 65-69 for an explanation of the entire transfer process.

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 e-mailed out to students who register. To be part of the e-mail list, e-mail the Career & Transfer Resource Center at [careertransfer@mpc.edu](mailto:careertransfer@mpc.edu)

Transfer Admission Guarantees (TAG) for UCs are available to students who meet the eligibility requirements (see page 68). Interested students should meet with a counselor to start the process.

Workshops for transfer are held during the fall semester. Students and adults in transition or needing help with major selection are referred to Personal Development class (PERS 71 Foundations of Career Choice).

The Career & Transfer Resource Center is located on the second floor of the Student Services Building. For more information call (831) 645-1336, or access [www.mpc.edu/ctrc](http://www.mpc.edu/ctrc) for a complete list of resources.

## College Bookstore

The College Bookstore is located in the Student Center. In addition to all course-required and optional textbooks, the MPC Bookstore also carries general and reference books, school supplies, emblematic clothing, gifts, and gift cards. Many of the textbooks are rentable at about 50% of the new price of the book.

The Bookstore telephone number is (831) 657-4680. MPC Bookstore can also be found online at [www.montereypeninsulashop.com](http://www.montereypeninsulashop.com)

## Bookstore 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, American Express, and Discover.

## 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 (2) business days of purchase thereafter. In addition, a refund will be given within fourteen (14) calendar days from the first day of class only with proof of the class being dropped. Books purchased after the initial week of classes may only be refunded within two (2) business days 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 week of finals are non-returnable. They may, however, be sold back to the Bookstore under the normal buyback policy.

## Book Buyback

MPC Bookstore can buy back assigned textbooks from students for up to 50% of the purchase price, or current national wholesale value for non-assigned textbooks. There is no guarantee that the Bookstore will buy back the book. Buyback is open year round, but the best time to sell books back is close to the end of the semester. A photo I.D. is required.

## General Merchandise Refund Policy

Merchandise may be returned, with a receipt, for exchange or refund within thirty (30) days from the date of purchase. Item must be in original condition with all original packaging included. Software, headphones, calculators, video, and CDs may only be returned if unopened. If defective, a receipt is highly desired. If a receipt is not presented, the item may only be exchanged for the same.

## Counseling

Counseling faculty are available to assist students in developing an education plan that helps fulfill the requirements for certificates, graduation, transfer to a four-year institution, or personal interest. The constant 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 on an appointment or drop-in basis. Re-entry students can obtain information and support for educational and career planning. These services and career materials are located in the Counseling Department 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. For more information, call (831) 646-4020.

## Early Childhood Laboratory School

The MPC Early Childhood Laboratory School, which operates under Student Services, is licensed for 96 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 preschool for students' children and an outstanding laboratory experience for Early Childhood Education Department majors. Staff members of the Early Childhood Laboratory School are credentialed professionals with many years of experience in the education of young children. The staff is augmented by Early Childhood Education Department students, parent volunteers and student assistants.

Children between the ages of three and five years are eligible. Children must be in good health with all immunizations up to date and toilet trained.

At least one parent must be enrolled at MPC, taking a minimum of 12 units of day classes leading directly to a vocation or profession. The Early Childhood Laboratory School does not discriminate on the basis of race, color, religion, gender, limited English proficiency, national origin or disability. Please call the Lab School for details of eligibility.

The Center is open from 7:45 a.m. to 5:30 p.m., Monday through Friday. Telephone (831) 646-4066 for more information.

## Education Center at Marina

In addition to a wide array of classes offered days and evenings six days a week, the Education Center at Marina provides the following student services on a rotating basis: Admissions and Records, Assessments, College Bookstore, Counseling, Financial Aid, Health Services, and Veterans Information. Please contact the Education Center office at (831) 646-4850 or visit the website at [www.mpc.edu/edcentermarina](http://www.mpc.edu/edcentermarina) for further details and a schedule of services. Additional student services can be accessed by appointment or by visiting the Student Services website at <http://www.mpc.edu/student-services>

The English and Study Skills Center and Math Learning Center also provide a varied schedule of service hours to support instruction. Please visit the website [www.mpc.edu/edcentermarina](http://www.mpc.edu/edcentermarina) for specific hours.

## 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, instructional support 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 on the second floor of the Student Services building.

### Food Services

Food services available at the Monterey Campus include the following:

The Cafeteria (Student Center) serves made-to-order sandwiches and a full grill Monday through Thursday from 7:30 a.m. to 2:00 p.m. and Friday from 8:00 a.m. to 1:30 p.m.

The Snack Shack (Social Science Building) is open Monday and Tuesday from 8:30 a.m. to 2:45 p.m., Wednesday and Thursday from 8:30 a.m. to 2:15 p.m., and closed on Friday.

The Food for Thought Lounge (Library and Technology Center) is open Monday through Thursday from 7:30 a.m. to 7:00 p.m. and Friday from 7:30 a.m. to 1:30 p.m.

Limited food services are available at the Education Center at Marina.

Food services and hours may vary during early spring and summer terms.

### Housing Referral Service

There is no on-campus housing at Monterey Peninsula College. The Student Activities Office maintains a bulletin board located in the lower part of the Student Center lobby. Posted on the board are apartments, houses for rent, house and apartment sharing, and rooms for rent.

Students who need a place to rent or additional information on housing may contact the Student Activities Office at (831) 646-4192, visit the office located in the Student Center, or go to [www.mpc.edu/housing](http://www.mpc.edu/housing)

### Information Center

The Information Center, located in the Administration Building, is open from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday. Information about classes, registration, and other activities is available. Also, notary services are available in this office by appointment. The Information Center telephone number is (831) 646-4000.

### International Student Programs

The International Student Programs office (ISP) is located in the Student Services Building. This office is responsible for admitting qualified international applicants to the College and for providing support services for international students upon enrollment.

Services include housing information; ongoing orientation; academic/transfer counseling; immigration/international advising; health insurance liaison; travel and employment; study, work, travel abroad clearinghouse; and campus and community liaison. 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 Process: 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/internationalstudents> or go to <http://www.mpc.edu> and click onto “Admissions,” then “International Students” for the required forms. Contact ISP directly by email at [international\\_center@mpc.edu](mailto:international_center@mpc.edu); by phone at (831) 645-1357; or by fax at (831) 645-1390. Mailed inquiries to ISP at the College’s main mailing address are also invited.

### Job Center

The Monterey Peninsula College Job Center is a full-service employment office providing MPC students opportunities for work experience both on campus and in the community. The Job Center’s goal is to bring education and employment together so students can develop their educational skills and abilities while gaining valuable experience in the world of work.

Students currently attending MPC, and graduates, will find the Job Center an important resource and an essential link between education and employment. Job Center staff members work closely with other campus programs and community businesses to provide students with the tools and support they need to successfully find and keep their jobs. The Job Center is located in the Student Services Building, second floor. Telephone (831) 646-4195 and email: [jobcenter@mpc.edu](mailto:jobcenter@mpc.edu)

Website: [www.mpc.edu/studentjobs](http://www.mpc.edu/studentjobs)

### Learning Assistance Centers

#### 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 the Access Resource Center. 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 range of instruction in writing, study skills, and research. The center offers courses that may be completed for credit, and assistance in writing, research, and computers through noncredit labs.

All students currently enrolled at MPC have access to free writing and English-related assistance at the ESSC. The center provides handouts on grammar, punctuation, essay structure, and documentation formats, as well as reference books.

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.

The ESSC is open on the main Monterey campus: 8:00 a.m. to 7:00 p.m., Monday through Thursday and 8:00 a.m. to 2:00 p.m. on Friday. The ESSC also offers services at the Education Center at Marina - see [mpc.edu/edcentermarina](http://mpc.edu/edcentermarina).

The hours of operation may vary during the early spring and summer terms and at the Education Center at Marina.

Contact information:

- ESSC Director: Adria Gerard (831) 645-1379 [agerard@mpc.edu](mailto:agerard@mpc.edu)
- ESSC Front Desk: (831) 646-4177
- Website: [www.mpc.edu/essc](http://www.mpc.edu/essc)

### High Tech Center for Students with Disabilities

The High Tech Center is comprised of two labs, the Assistive Computer Technology (ACT) Lab and the Computer-Assisted Instruction (CAI) Lab. Students with disabilities have access to education assistance courses, computers, and assistive technology in these labs.

The primary function of the ACT Lab is to evaluate the range and degree of a student’s disability and implement the use of a recommended adaptation to eliminate or reduce the impact of a disability-related educational limitation on computer access and use of technology; the student receives training to use the assistive modification within the context of keyboarding, word processing, the Internet and other applications. Assistive computer

technology may include modifications such as alternative keyboard systems, software for screenreading and text/screen enlargement, voice recognition systems, and ergonomic workstations. Various forms of alternate media are also available.

Specialized instruction in the CAI Lab focuses on specific academic and cognitive skills based on students' unique learning styles. Education assistance classes emphasize development and application of effective learning strategies to enhance information processing, reading, writing, math, and study skills.

### Math Learning Center

The Math Learning Center (MLC), located in BMC 103, offers drop-in tutoring for students enrolled in mathematics courses (below MATH 20A) or a course requiring mathematics skills. Instructors and tutors are in the MLC to help students understand the concepts they are learning in class. Students may sit in the MLC and work on their homework, asking questions when they arise. The Math Learning Center also offers drop-in tutoring at the Education Center at Marina. Current schedule of hours is posted on the website at [www.mpc.edu/edcentermarina](http://www.mpc.edu/edcentermarina)

A small computer lab in the MLC is available for students to work on their online mathematics courses and homework. For more information and hours of operation, visit <http://www.mpc.edu/mlc> or call the MLC at (831) 645-1330.

### Reading Center

Located on the first floor of the Library and Technology Center, the Reading Center offers individualized programs and services to students who have difficulty with college-level reading and spelling. Students work one-to-one, in small groups, or independently, based upon assessed needs. Addressing students' specific challenges, helping them with their coursework, and introducing strategies for strengthening their reading, our programs reinforce successful reading skills at every session. All Reading Center programs are entirely student-centered.

#### Programs and Services:

The Center offers a multi-sensory one-to-one or small group instruction that develops the auditory, sensory, and visual skills necessary for reading, writing, and speech as well as instruction for developing reading comprehension and critical thinking skills:

- ENGL 351: College Reading Strategies I
- ENGL 352: College Reading Strategies II

#### Contact Information:

- English and Study Skills Center/Reading Center Director:  
Adria Gerard (831) 645-1379 [agerard@mpc.edu](mailto:agerard@mpc.edu)
- Website: <http://www.mpc.edu/readingcenter>

### Library and Technology Center

The Library and Technology Center houses the MPC Library (main and third floors), English as a Second Language lab, English and Study Skills Center, Reading Center (first floor), and Office of Institutional Research and the Instructional Technology Center (third floor). Additional public spaces include an open learning classroom/boardroom, a copy center, and a café with study space and refreshments.

Resources for student study and learning in the MPC library include:

- Collaborative study space on the main (second) floor; quiet study space on the third floor
- Instruction and reference services
- Book collection of 75,000+ titles, including e-books
- Multimedia resources and equipment
- Electronic database access from on and off campus
- Course reserve materials

- Reference collection
- Special collections and college archives
- 150+ workstations with Internet access, software, and access to printing
- Wireless connectivity
- Group study rooms; some with multimedia equipment and computers
- Individual or group seating and study options

Reference assistance is available most hours the library is open. General and class-specific instruction may be requested by faculty via the library webpage, through e-mail to [library@mpc.edu](mailto:library@mpc.edu), or by phone (831) 646-4095. Individual users may request general tours or one-to-one instruction at the reference desk. Introduction to Library and Research Skills (LIBR 50) is 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.

MPC students and MPC residents in the community college district may obtain a library card by showing a class schedule or resident verification. For hours and more details, consult our website at [www.mpc.edu/library](http://www.mpc.edu/library) or call the Library Circulation Desk at (831) 646-4095 or the Library Reference Desk at (831) 646-4262.

### Public Safety Training Center

The Public Safety Training Center located at 2642 Colonel Durham Street in Seaside offers a variety of public safety courses.

#### Fire Protection Technology

The Center offers basic to advanced Fire Protection Technology courses. The Basic Fire Academy is an accredited training program through the State Fire Marshal's Office. Fire Protection Technology programs include an associate's degree as well as in-service courses for certification.

#### Law Enforcement

The Police Academy program is offered through South Bay Regional Public Safety Training Consortium and includes a P.O.S.T. Certified Basic Police Academy as well as in-service training.

#### Emergency Medical Services

The Emergency Medical Technician (EMT) Basic Training course is designed to meet the Department of Transportation, National Registry of EMTs, and State of California requirements for certification as an EMT-Basic (Ambulance) crew member.

For more information regarding the Fire Protection or Emergency Medical program, please call (831) 646-4240; for more information regarding the Law Enforcement courses, please call (831) 646-4236 or (408) 270-6458.

### Student Health Services

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

#### Location

The Student Health Services can be found in the Student Services Building, Rooms 101-101E.

#### Staff

A nurse and a Health Specialist provide assistance to students for minor injuries and illness care. Therapist interns provide personal counseling by appointment. The office telephone number is (831) 646-4017/4018; if an emergency and no answer, please call 911 or the Security Office at (831) 646-4099.

**Services**

- First aid and emergency care
- Confidential mental health counseling
- Health education presentations and information
- Health screenings, e.g., temperature, pulse, respiration, blood pressure
- Referrals to health professionals
- Referrals to low-cost medical, dental and other care
- TB (tuberculin) skin testing
- Over-the-counter medication
- Doctor and nurse visits by appointment

**Eligibility**

All students enrolled at Monterey Peninsula College who have paid the Health Fee are eligible to participate in the student health services and receive care. Health Services is supported by Health Fees charged to students. 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 are then 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. Information and applications on low-cost Student Dental and Health Insurance can be provided.

**Lactation Rooms**

MPC is committed to our students who are pregnant or parenting. We want to ensure that all pregnant students stay in school and meet their education goals.

As an educational institution, offering a private, clean and comfortable space where lactating mothers can express breast milk, meets the state law, offers our children optimum health, and provides the campus' breastfeeding mothers support and encouragement to continue breastfeeding.

There is a private lactation room at Student Health Services, located on the lower level of our Student services Building room 101. It is available on a first come, first served basis. If this room is not available or you are at the Education Center at Marina or our Public Safety Training Center, any faculty or staff member can assist in finding a private room for you on campus.

We hope you enjoy the use of our lactation room. Students have the legal right to breastfeed anywhere on campus as they see fit (Right to Breastfeed in Public (1997) - Assembly Bill 157 Civil Code Section 43.3). Notwithstanding any other provision of law, a mother may breastfeed her child in any location, public or private, except the private home or residence of another, where the mother and the child are otherwise authorized to be present.

**Student Support Services (TRIO SSS)**

Student Support Services (SSS), formerly known as College Readiness, is a federal grant funded program designed to increase college retention, graduation, and transfer rates from the community college to a four-year institution for eligible students from first-generation and/or low-income backgrounds. Counselors provide in-depth academic advising, educational and career planning, transfer preparation, and assistance with financial aid, scholarships, and college applications.

The TRIO Learning Center (TLC) provides academic support for eligible SSS students taking basic skills to transfer-level courses, specifically in math, English, and science. For more information about eligibility requirements and services, please contact (831) 646-4246 or visit the TRIO office located on the second floor of the Student Services Building, or visit our website at [www.mpc.edu/trioss](http://www.mpc.edu/trioss)

**Transfer Services**

See Career & Transfer Resource Center on page 48.

**Veteran's Resource Center**

The Veteran's Resource Center staff, located in the Student Center, assist students to meet the needs of veterans and eligible dependents and inform students of VA educational benefits and counseling services. A person who is eligible for VA education benefits and who wishes to use them at Monterey Peninsula College should stop by the Veteran's Resource Center. Before the Certifying Official will certify enrollment to the Veteran's Administration (VA), it is essential for students to make an appointment with an MPC counselor to have a Student Education Plan completed. Only courses toward a degree listed on the Student Education Plan will be certified for VA payments. An initial claim may take up to three months processing time before the student receives his/her first payment.

Students requesting certification for the second semester must request all official transcripts from other colleges and Joint Services Transcript be sent to MPC Admissions and Records office to be evaluated and on file at MPC before the end of their first semester. 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 scheduled appointments. Students are encouraged to call 831-646-4025 to schedule an appointment with a counselor.

**Veterans/Active Duty Priority Registration**

Upon completion of the application for admission, Monterey Peninsula College has established registration and enrollment priority procedures in accordance with Title 5.

For Veterans or active duty members who will not be using VA education benefits but are asking for priority registration, the Veteran must provide a copy of their DD214 and the active service member must provide copy of their orders to be viewed by a Veteran's Resource Center staff member.

# 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 ASMPC is "to provide student activities; support student organizations; effectively represent the interests of the student body; increase cooperation between students, faculty, staff, 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 twenty-three students elected by the student body every spring. It consists of ten Senators, President, Vice President, Treasurer, Secretary, Director of Student Welfare, Statewide Representative, Director of Clubs, Director of Activities, Director of Representation, Student Trustee, Chief Justice, and two Associate Justices. There are also many nonelected positions such as committee representatives. The ASMPC Council oversees the work of the Student Representation Council, the Inter-Club Council, the Activities Council, and the Student Welfare Council. The ASMPC office is located in the Student Center. Stop by or call 831-646-4013 or go to [www.mpc.edu/asmpc](http://www.mpc.edu/asmpc) for more information or how to get involved.

## Intercollegiate Athletics

Monterey Peninsula College offers intercollegiate athletic teams for men and women in fourteen sports. The seven men's sports are football, basketball, baseball, golf, soccer, cross country, and track and field. The seven women's sports are basketball, volleyball, soccer, softball, tennis, cross country, and track and field. Monterey Peninsula College is a member of the Coast Conference which includes seventeen community colleges located between Monterey in the south and San Francisco at the north.

Monterey Peninsula College abides by the provisions of the California Community College Athletic Association (CCCCAA) Constitution and Bylaws as well as specifications imposed by the Coast Conference and the Northern California Football Conference. A copy of the CCAA Constitution and Bylaws is available in the Athletic Director's office. The Vice President of Student Services in consultation with the Athletic Director will interpret the CCAA regulations for all persons concerned. In order to be eligible for athletic competition, a student must be enrolled and attending class in a minimum of 12 semester units during the season of sport. In order to be eligible for a second season of that sport, a student must complete and pass 24 semester units between seasons of competition while maintaining a 2.0 grade point average. Additionally, student athletes must complete at least 6 units during the preceding academic term in which the student is enrolled as a full-time student at the certifying institution. Students will be assisted with establishing athletic eligibility, but the process often requires checking of records. Students are encouraged to start the procedure well in advance of the season of competition.

The CCAA allows member colleges to recruit those high school athletes residing within their district and the districts contiguous to their colleges. High school student athletes living outside of the college's recruiting area, but within the State of California, may be contacted by telephone or other correspondence. Out-of-state athletes interested in attending Monterey Peninsula College are required to initiate first contact with the college athletic department. For additional information, contact the Athletic Director or head coach of the particular sport in which you are interested by visiting the MPC athletic webpage.

## Student Body Cards

The ASMPC Student Body Card costs \$5 per semester. This fee is optional. 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
- Discounted MST Bus Passes
- Access to ASMPC Food Pantry

More information on how to obtain a Student Body Card is available at the ASMPC Office in the Student Center and at the Education Center at Marina.

## Student Representation Fee

The Student Representation Fee of \$1.00 is an optional fee for the purpose of providing student government representatives the means to travel and attend conferences to enhance their goal in bringing forth the students' view at city, county, and district governments, as well as state legislative offices and other government agencies.

## 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 (831-646-4192) 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 District Governing Board of Trustees, 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.

# Student Rights and Responsibilities

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

## I. IN THE CLASSROOM

### A. Protection of Freedom of Expression

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

### B. Protection Against Improper Academic Evaluation

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

### C. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations which employees acquire in the course of their work is considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character for such matters as letters of recommendation and security checks may be provided under appropriate circumstances, 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": Applications for Admission, Add/Drop and Registration Forms, academic transcripts, transcripts sent by other institutions, general education certifications, graduation petitions, high school advanced placement forms, instructor class rosters, placement test scores, counseling records, financial aid applications, campus employment information, veterans folders relating to educational certification and benefits, discipline records, and athletic eligibility forms.

### B. Right to Access

Any current or former student shall have the right to access his/her 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 students. Directory information for students includes the following: name, address, telephone number, date 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 advisors are required; each organization is free to choose its own advisor. Campus advisors 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 club activation, advisor agreement, a current list of members, and club Constitution.
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 Student 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.

**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. STANDARDS OF STUDENT CONDUCT**

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.

**A. Campus Community Values**

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, and
6. Compliance with all rules and regulations.

**B. Grounds for Student Discipline**

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student. 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. Causing, attempting to cause, or threatening to cause physical injury to another person;
2. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Superintendent/President or designee;

3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5;
4. Committing or attempting to commit robbery or extortion;
5. Causing or attempting to cause damage to District property or to private property on campus;
6. Stealing or attempting to steal District property or property on campus, or knowingly receiving stolen District property or private property on campus;
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District;
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District;
9. Committing sexual harassment as defined by law or by the District policies and procedures;
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law;
11. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or namecalling; social isolation or manipulation; and cyberbullying;
12. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus;
13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel;
14. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the College catalog;
15. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District;
16. Unauthorized entry upon or use of District facilities;
17. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions;
18. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of the lawful District regulations, or the substantial disruption of the orderly operation of the District;
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten or class notes, except as permitted by any board policy or administration procedure.

**C. Applicable Penalties**

In all situations a student shall be informed of the nature of the charges against them and be provided an 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. **Short-term (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 appropriate order. The time of the suspension shall be limited to the 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. **Long-term Suspension:** Within 10 days after the meeting described in #6, the Superintendent/President or designee shall pursuant to a recommendation from the Dean of Student Services, decide whether to impose a long-term suspension. Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of AP 5520 describing the procedures for a hearing.
8. **Expulsion:** Within 7 days after the meeting described in #7, the Superintendent/President shall pursuant to a recommendation from the Vice President of Student Services, decide whether to recommend expulsion to the Governing Board. Written notice of the Superintendent/President shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed and a copy of AP 5520 describing the procedures of a hearing.



**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. Due process requires that the student be informed of the nature of the charges against the student, that the student be given a fair opportunity to refute the charges, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. With fairness as a basis for action, the responsibility for such action is the responsibility of the following individuals or groups:

**1. The Classroom Instructor**

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

**2. The Campus Security Officer**

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

**3. The Dean of 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, Vice President of Student Services and Disciplinary Hearing Committee.
- d. Shall inform students of institutional action and appropriate avenues of appeal.

**4. The Vice President of Student Services**

- a. Shall review and take action on all recommendations of the Disciplinary Hearing Committee.
- b. Shall recommend Governing Board action in cases of 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 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**

Within 5 days after receipt of the Superintendent/President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Superintendent/President or designee.

The hearing panel for any disciplinary action shall include a minimum of three members from the standing hearing panel to include the hearing panel chair along with two other members from different constituent groups.

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a college representative who shall be the Dean of Student Services.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by the preponderance of evidence that the facts alleged are true.

The student may represent himself/herself, and may also have the right to be represented by a person of his/her choice. The student shall not be represented by an attorney unless, in the judgement of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearing shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

Within 10 days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent/President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

## 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. Discrimination Complaints

1. 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) 646-4016.
2. Students wishing to file complaints based upon discrimination on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status should contact the Associate Dean of Human Resources at (831) 646-4014. Students who wish to file a complaint under Sec-Section 504 of the 1973 Rehabilitation Act should contact the Vice President of Student Services at (831) 646-4190.

### B. Student Rights and Grievances

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his/her status, rights, or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

1. Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972;
2. Financial aid, unless the District's financial aid policy contains an appeal procedure;
3. Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors;

4. The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

#### This procedure does not apply to:

- Student disciplinary actions, which are covered under separate Board policies and Administrative Procedures;
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

#### Informal Resolution

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

The Superintendent/President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within 10 days of the incident on which the grievance is based, or 10 days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within two days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his/her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

If at the end of 10 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.

## Grievance Hearing Committee

The Superintendent/President or designee shall at the beginning of each semester, including any summer session, establish a standing panel pool of 20 members of the college community, including 5 students, 5 faculty members, 5 classified members, and 5 administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit 5 names to the Superintendent/President or designee for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

- It shall include a minimum of 3 members from the standing hearing committee to include the hearing panel chair along with 2 other members from different constituent groups.
- No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner.
- Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President or designee who shall determine whether cause for disqualification has been shown. If the Superintendent/President or designee feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President or designee shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.
- The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

## Request for Grievance Hearing

Any request for a grievance hearing shall be filed on a Request for a Grievance Hearing within 10 days after filing the Statement of Grievance as described above.

Within 10 days following receipt of the request to grievance hearing, the Superintendent/President or designee shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Hearing Committee Chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 10 days of the date the decision is made by the Grievance Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing.

The hearing will begin within 10 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than 5 days notice of the date, time and place of the hearing.

## Hearing Procedure

The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgement of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than 7 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Superintendent/President. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The hearing shall be recorded by the Grievance Officer either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party involved in the hearing may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the Grievance Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

Within 10 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the Superintendent/President or designee a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

**Superintendent/President's Decision**

Within 10 days following receipt of the Grievance Hearing Committee's decision and recommendations(s), the Superintendent/President or designee shall send to all parties his/her written decision, together with the Hearing Committee's decision and recommendations. The Superintendent/President or designee may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the Superintendent/President or designee does not accept the decision or a finding or recommendation of the Hearing Committee, the Superintendent/President or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President or designee shall be final, subject only to appeal as provided below.

**Appeal**

Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Superintendent/President within 10 days of that decision. The Superintendent/President or designee shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Superintendent/President's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

**Time Limits**

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

# College Safety and You

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

**Crime Reporting Procedures – 20 U.S.C. 1092 A**

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

The Monterey 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.

Education Center at Marina is under the concurrent jurisdiction of the Marina Police Department and Campus Security. Inquiries to the Marina Police Department can be made by calling the non-emergency number 831-384-7575.

The Public Safety Training Center in Seaside is under the concurrent jurisdiction of the Seaside Police Department and Campus Security. Inquiries to the Seaside Police Department can be made by calling the non-emergency number 831-394-6811.

A person may report any criminal action or any other emergency at any time - day or night - by calling 911. Routine inquiries should be addressed to the Security Office (831-646-4099) located in the Student Center on the Monterey Campus.

**Campus Security Department – 20 U.S.C. 1092 C**

It is the policy of the Monterey Peninsula Community College District Governing 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 at the Monterey campus, the Marina Police Department at the Education Center at Marina, and the Seaside Police Department at the Public Safety Training Center in providing assistance for incidents that require resources not available to the College. The 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 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 Security Alert Notifications, All Users emails as well as bulletins and newsletters.

Another critical element of a campus safety program is training. Security, Health Services, 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 Governing 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 Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Monterey Peninsula College also reports this information at the Office of Postsecondary Education Campus Security Statistics Website in cooperation with the U.S. Department of Education. This can be accessed through the Internet at the following website: <http://ope.ed.gov/campussafety/#/>

	2014 Totals			2015 Totals			2016 Totals		
	Monterey	PSTC	Marina	Monterey	PSTC	Marina	Monterey	PSTC	Marina
<b>Criminal Offenses</b>									
Murder/Non-Negligent Manslaughter	0	0	N/A	0	0	0	0	0	0
Negligent Manslaughter	0	0	N/A	0	0	0	0	0	0
Rape	0	0	N/A	0	0	0	0	0	0
Fondling	1	0	N/A	0	0	0	1	0	0
Incest	0	0	N/A	0	0	0	0	0	0
Statutory Rape	0	0	N/A	0	0	0	0	0	0
Robbery	0	0	N/A	0	0	0	1	0	0
Aggravated Assault	0	0	N/A	0	0	0	7	0	0
Burglary	2	1	N/A	4	1	0	4	0	0
Motor Vehicle Theft	2	0	N/A	0	0	0	1	0	0
Arson	0	0	N/A	0	0	0	0	0	0
<b>Hate Crimes</b>									
Criminal Offenses	0	0	N/A	0	0	0	0	0	0
Simple Assault	0	0	N/A	0	0	0	0	0	0
Larceny/Theft	0	0	N/A	0	0	0	0	0	0
Intimidation	0	0	N/A	0	0	0	0	0	0
Destruction/Damage Vandalism of Property	0	0	N/A	0	0	0	0	0	0
<b>Violence Against Women Act (VAWA) Offenses</b>									
Domestic Violence	0	0	N/A	0	1	0	0	0	0
Dating Violence	0	0	N/A	0	0	0	1	0	0
Stalking	1	0	N/A	0	0	0	0	0	0
<b>Campus Arrests</b>									
Liquor Law Violations	2	0	N/A	0	0	0	1	0	0
Drug Abuse Violations	0	0	N/A	2	0	0	0	0	0
Weapons: Carrying, Possessing, etc.	0	0	N/A	1	0	0	0	0	0

**Viewing Megan's Law**

Public access to Megan's Law is available through the Office of the Attorney General Megan's Law internet website at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

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

**Jeanne Clery and Campus Crime Statistics:** In compliance with the Jeanne Clery Disclosure of Campus Statistics Act, Monterey Peninsula College posts the Annual Security Report-Campus Crime Statistics and reports this information to the Office of Post-Secondary Education Campus Security Statistics Website in cooperation with the U.S. Dept of Education at the following link: <http://ope.ed.gov/campussafety/#/> A copy of the Annual Security Report-Campus Crime Statistics can also be obtained by contacting MPC Campus Security at 831-646-4005 or at Monterey Peninsula College-Campus Security, 980 Fremont St., Monterey, CA 93940.

**Implementation of Title IX, VAWA/Campus SaVE Act, and Related Sex Discrimination, Sexual Harassment and Sexual Violence Legislation:**

Title IX is a federal law that applies to educational institutions receiving federal financial assistance and prohibits discrimination on the basis of sex in an educational institution's programs or activities, including employment, academic, educational, extracurricular and athletic activities (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, which are forms of sex discrimination. Title IX violations amended the Clery Act to require institutions to compile statistics for incidents of: Dating Violence, Domestic Violence, Sexual Assault and Stalking.

# Safety and Campus Regulations

**Access to Campus Facilities**

**Buildings**

Campus buildings are generally open from 7:00 a.m. to 10:00 p.m.

Individuals needing to be in campus buildings or College areas other than during regularly scheduled work hours should contact campus security at (831) 646-4099.

Campus buildings are normally locked from 5:00 p.m. Friday to 7:00 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 (831-646-4099) and Facilities (831-646-4049).

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.

**Animals on Campus**

No animals are allowed to be brought on campus or kept in vehicles on campus except service animals 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**

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

**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.

**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.

**Contacting Students**

**Emergency Only**

In cases of extreme emergency, such as sudden illness or accident, students may be contacted on campus by calling Campus Security at (831) 646-4099. 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 hanging parking 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 online through WebReg. 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 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) 646-4005. 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. Permits

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 7:00 a.m. to 9:00 p.m., Monday through Thursday, and 7:00 a.m. to 5:00 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 7:00 a.m. to 9:00 p.m., Monday through Thursday, and 7:00 a.m. to 5:00 p.m., Friday.

#### 3. Staff Parking

No person whose vehicle does not properly display a current "Staff" or "Press" parking permit shall park in lots designated and marked staff parking and/or parking spaces marked in yellow. Enforced 7:00 a.m. to 9:00 p.m., Monday through Thursday, and 7:00 a.m. to 5:00 p.m., Friday, unless otherwise posted.

#### 4. Accessible 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 persons with disabilities. 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 the rows of spaces across from the Student Services Building. Enforced 7:00 a.m. to 9:00 p.m., Monday through Thursday, and 7:00 a.m. to 5:00 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 District Property

The use of District property may not interfere in any manner with the scheduled instructional programs or other school-sponsored activities of the College which support or benefit the District's students. Procedures and fees for the use of District facilities may be obtained from the Events Office in the Facilities Office, (831) 646-4049.

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# Transfer Information

2018-2019 Catalog of Courses



## Transfer Process

It is recommended that students work closely with a counselor to develop an education plan for transferring to a four-year institution. Students who are preparing to transfer to a bachelor's degree program should familiarize themselves with the current catalog and website of their transfer college for information about admission qualifications and application procedures, since these vary and are subject to change. Students planning to transfer may, with careful planning, also complete the graduation requirements for MPC's Associate in Arts or Associate in Science degree. Students are encouraged to complete both transfer and AA/AS requirements in order to have completed a degree upon transferring. They should meet with a counselor for degree and transfer counseling. See "Associate Degree" and "Associate in Arts/Science for Transfer" on pages 72-73.

There are four major components to transfer from a community college to a college/university bachelor's degree program:

1. Total units required
2. General education courses\*
3. Major preparation courses
4. Minimum grade point average

\*Transfer students interested in California State Universities (CSU) or Universities of California (UC) should become familiar with general education requirements (see CSU-GE, page 76 and IGETC, page 77). Students with units from another college or university should have official transcripts sent to MPC Admissions and Records Office and meet with a counselor for a complete evaluation (see also Transfer Credit, page 32).

Effective and competitive transfer strategies include taking the required level of Math and English as soon as possible; maintaining the highest possible GPA; completing as much major prep as possible; and following deadlines.

## Admission to California Public University System

### California State University (CSU)

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

Go to websites [www2.calstate.edu/apply](http://www2.calstate.edu/apply) and [www2.calstate.edu/apply/transfer](http://www2.calstate.edu/apply/transfer)

### Lower-Division Transfer (LDT) Admission Requirements

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

- Have a college grade point average of 2.0 or better in all transferable college units attempted - in the case of high demand majors and campuses, a GPA of 2.0 may not be sufficient to be admitted;
- Are in good standing at the last college or university attended, i.e., you are eligible to re-enroll;
- Meet the requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies you had in high school if you did not complete the 15-unit pattern of college preparatory subjects;

- Submit your high school transcript and official test scores;
- Have completed, with a grade of C- or better, a course in GE Section A2 in written communication and a course in GE section B4 in mathematics or quantitative reasoning;
- Meet the eligibility index required of a freshman (if you do not meet the eligibility index it is recommended that you continue your education at a community college and complete 60 or more units. See upper division transfer requirements listed below);
- Some campuses require completion of English composition and general education mathematics. Lower-division transfer students will be required to take the English Placement Test (EPT) and the Entry Level Mathematics Test (ELM) if they are not exempt based on SAT I or ACT scores (see exemptions in the freshman section of the CSU application) or have not completed the appropriate English and math college-level course with grade of "C" or better.
- File an application for admission during the priority filing period. Check [www2.calstate.edu/apply](http://www2.calstate.edu/apply) for filing periods and campus availability. Submit official transcripts from ALL colleges and universities that you attended, even if no work was completed; this includes college work while in high school.

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

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

- Have a college grade point average of 2.0 or better at your local CSU in all transferable college units attempted (out-of-area CSU may require a higher GPA);
- Are in good standing at the last college or university attended, i.e., you are eligible to re-enroll;
- Have completed, or will complete prior to transfer, at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of "C" or better. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college-level mathematics;
- Upper-division transfer students who have completed English composition (English 1A) and college-level math courses (a math course with a prerequisite of intermediate algebra or higher) with grades of "C" or better are exempt from the English Placement Test (EPT) and the Entry Level Mathematics Test (ELM). Math and English requirements must be completed prior to enrolling at a CSU campus. Most campuses will not accept math and English coursework completed during the summer term just prior to fall enrollment. Check with the campus of your choice or see a counselor.
- File an application for admission during the priority filing period. Check [www2.calstate.edu/apply](http://www2.calstate.edu/apply) for filing periods and campus availability. Filing online is the preferred method. Submit official transcripts from ALL colleges and universities that you attended, even if no work was completed; this includes college work while in high school. Submit GE Certification after acceptance and before transfer (see page 68).

**Additional CSU Admission Requirements for Impacted Majors and campuses**

An undergraduate major or campus is designated as impacted when the number of applications received during the initial filing period exceeds the number of available spaces. Currently, several CSUs are impacted and most are admitting with regional priority. Supplementary admission criteria may be used to screen all applicants for admission to impacted majors. Students can maximize opportunities by applying during the initial application period, meeting regular admission requirements, completing all supplementary admission criteria, and considering a second campus choice or alternate major. Detailed impactation information is available at [www2.calstate.edu/attend/impaction-at-the-csu](http://www2.calstate.edu/attend/impaction-at-the-csu)

**Associate Degrees for Transfer (ADT)**

California community colleges offer associate degrees for transfer to the CSU. These include Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California community college students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an AA-T or AS-T are able to complete their remaining upper division requirements for the 120-unit baccalaureate degree within 60-semester or 90-quarter units.

Monterey Peninsula College offers multiple AA-T and AS-T degrees. Contact a counselor for more information. To find out which CSU campuses accept each degree, please go to [www2.calstate.edu/apply/transfer](http://www2.calstate.edu/apply/transfer) and click on "ADT Major/Campus Search".

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

**University of California (UC)**

Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco (medical programs only), Santa Barbara, Santa Cruz.

Go to <http://admission.universityofcalifornia.edu/transfer> for assistance.

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

**Lower division transfer eligibility:** Admission is dependent upon the completion of certain high school subject requirements, including English, a language other than English, mathematics, U.S. history, U.S. government, laboratory science, visual and performing arts, college preparatory electives, and satisfying the scholarship requirement and examination requirements (see Eligibility Index in UC application). MPC students qualifying for admission upon graduation from high school (satisfied the subject, scholarship and exam requirements) may be able to transfer at any time they have a "C" (2.0) GPA (2.8 GPA for nonresidents) in all college work transferable to the University of California. Contact the UC campus for more information.

**Upper division transfer eligibility:** According to the University of California, a transfer applicant is a student who has graduated from high school and enrolled in a regular session at another college or university. According to this definition, a student cannot disregard his or her college record and apply as a freshman. MPC transfer students not eligible for admission upon graduation from high school must complete a pattern of courses that satisfies the transfer admission requirements listed below, earning a grade of "C" or better in each course. Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) may meet this course pattern (see IGETC on page 77).

1. Complete 60 semester (90 quarter) units of UC-transferable college credit with a GPA of at least 2.4 or 2.8 for nonresidents (no more than 14 semester/21 quarter units may be taken Pass/No Pass); and
2. Two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
3. One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
4. Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.
5. Before you start working on general education courses, check what is recommended for your major and the campuses you are interested in. Some majors – such as engineering or the biological, physical, and natural sciences – do not recommend IGETC.
6. If you have an area of study in mind, see each school's major preparation page which includes IGETC and general education guidance for some of UC's most popular majors. Major preparation is a priority to become a strong transfer candidate.
7. File an application for admission during the priority filing period. Check <http://admission.universityofcalifornia.edu/how-to-apply/> for filing periods and campus availability. Filing online is the preferred method. If you are admitted, submit official transcripts from ALL colleges and universities that you attended, even if no work was completed; this includes college work while in high school. Some campuses may ask for transcripts prior to admission. Submit IGETC Certification after acceptance and before transfer (see page 68).

**Additional UC Admission Requirements**

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

## CSU/UC Course Agreements Online at ASSIST

Comprehensive articulation information, including transferable course agreements for all California community colleges, is available at [www.assist.org](http://www.assist.org). ASSIST provides access to the most current articulation agreements between the California community colleges and UC or CSU. ASSIST information includes the general education requirements, major preparation, transfer pathways, C-ID (Course Identification Number), articulation, and links to the application websites and is updated in real time.

## Transfer Admission Guarantee (TAG)

The TAG program at Monterey Peninsula College is a “contract” that universities make with students who meet the transfer admission requirements and will therefore receive early notification of conditional acceptance. These agreements have GPA minimum and unit completion requirements. TAGs can be submitted online with UC Davis, UC Irvine, UC Santa Barbara, UC Santa Cruz, UC Merced, and UC Riverside. TAG requirements vary and are subject to change. The student must have completed at least 30 transferable units to submit TAG. You can file one TAG with your preferred UC campus September 1 through 30 at <https://uctap.universityofcalifornia.edu>. The TAG application is available online throughout the year and is submitted to your preferred campus from September 1 through 30. TAG students should begin the process early and contact the Counseling Department to schedule a counseling appointment.

## General Education Requirements

MPC students who plan to transfer to a University of California or California State University campus in advanced standing (also called upper-division or junior level) should satisfy as many university general education and major requirements (prerequisites) as possible before transferring. High-unit majors such as engineering and biological sciences may be exempt from some general education courses. Each campus of the UC system has its own specific general education and major requirements; however, many UC campuses will honor certification of the IGETC. Students should see a counselor for more information and check [www.assist.org](http://www.assist.org) for articulation agreements.

### CSU General Education Pattern

The CSU General Education-Breadth (CSU GE, see page 76) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and to a university's GE/Breadth requirements. This can be a good option if you know you want to transfer to a CSU, but you do not know which campus you will attend, or if you know which campus you will attend, but do not know which major you will pursue. The GE-Breadth program is designed to educate students to: think, write, and speak clearly and logically; reason quantitatively; gain knowledge about the human body and mind; the development and functioning of human society, the physical and biological world, and human cultures and civilizations; and develop an understanding of the principles, methods, and values of human inquiry.

### CSU-GE Certification

Upon completion of lower division general education, transferring students should request that a CSU-GE Certification be sent to the CSU campus of choice. The request is usually made during the last semester/session and after acceptance to the CSU. Up to 39 of the 48 GE-Breadth units required can be transferred from and certified by a California community college. If students do not complete the general education certification requirements before transferring, the courses they complete may be reviewed differently. Contact a counselor for information regarding certification.

### Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC is a series of courses that community college students can complete to satisfy lower division general education requirements at any CSU or UC campus; pattern is outlined on page 77. Courses must be completed for all areas with a grade of “C” or better. It should be noted that completion of the IGETC is neither a requirement for transfer to CSU or UC nor is it the only way to fulfill the lower division general education requirements prior to transfer. Students pursuing majors that require extensive lower division preparation (e.g., science, engineering, arts) may find the IGETC inappropriate to follow. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. Counselors are available to help students decide which pattern to follow.

### IGETC Certification

Once all requirements have been completed, the transferring student should request that a certification of the IGETC be sent to the University of California or California State University. Partial certification (i.e., certification of all but one or two courses) is allowed. Students must still complete all admission requirements for transfer: Areas 1A, 1B, 1C and Area 2 (see page 77 for IGETC). Students intending to transfer to CSU are required to take an additional course in Oral Communication and do not need to demonstrate proficiency in language other than English to transfer, but another language may be required for CSU graduation. Check your campus of choice. Contact a counselor for information regarding certification.

## Transfer to Local Private Universities

### Brandman University (Monterey Campus)

#### General Education Requirements

(Subject to change; check with the institution.)

#### GE Block Transfer

Completion of the full CSU or UC IGETC certification (California), Washington and Oregon state-approved Direct Transfer degrees, or other state's equivalent transfer certification prior to the student being admitted or enrolled and attending his/her first session in a bachelor's degree program at Brandman satisfies all Brandman University GE requirements except LBSU 304, LBSU 302, and University Degree Qualifications.

#### General Transfer Credit Policy

Brandman University accepts all university-level credit earned from regionally accredited colleges and universities, excluding remedial or non-degree coursework.

### Middlebury Institute of International Studies at Monterey

#### General Education Requirements

(Subject to change; check with the institution.)

Transfer students who are admitted to the Middlebury Institute of International Studies at Monterey may be able to complete their BA and MA in a total of 3 years. Students will receive a BA in International Studies and will apply to the MA program of their choice. Admission to the BA in International Studies requires two years of prior study, approximately 60 semester credits of transfer coursework from an accredited college or university. A grade point average of 3.0 on a 4.0 scale is required, and only appropriate courses in which the student has earned grades of "B" or better can be transferred. Students should complete the following general education requirements before applying: English Composition (3 units), English Literature (3 units), History or Government (3 units), Physical Science (3 units), Social Science (3 units), Second Language (in one language) (16 units), and Electives (29 units). Micro Economics (3 units) and Macro Economics (3 units) are suggested for students planning a Master's degree in the International Policy and Management School. The semester credits required for admission may include work in progress, but 60 semester credits must be completed prior to enrollment. For information and application instructions please e-mail [admit@miis.edu](mailto:admit@miis.edu) or visit [www.miis.edu](http://www.miis.edu)

### Monterey College of Law General Education Requirements

(Subject to change; check with the institution.)

Admission to the Monterey College of Law is based upon a combination of factors including academic record, LSAT score or accepted options, personal statement, special interests and non-academic accomplishments related to future performance in the legal field. The completion of a bachelor's degree from an accredited college or university is recommended at the time of enrollment. In some circumstances, an applicant with less than a bachelor's degree but with more than 60 semester units of academic credit may be approved for admission. Only MPC courses numbered 1-99 are recommended as prerequisites for law school admission. It is suggested that these courses be chosen to represent a wide variety of general education to include English, social science, natural science, and humanities. Monterey College of Law offers the Juris Doctorate (J.D.) program and the Masters of Legal Studies (MLS) program. For more information, please visit [www.montereylaw.edu](http://www.montereylaw.edu) or contact Monterey College of Law directly.

## Transfer to Independent or Out-of-State Colleges and Universities

MPC students can prepare to transfer to any four-year college or university in the country. Past transfers include California institutions such as Santa Clara, University of the Pacific, Mills, Pepperdine, University of Southern California, as well as out-of-state schools such as Boston, Howard, New York University, Penn State, Tulane, and Smith. California independent and out-of-state universities should be contacted by the student for specific transfer requirements; many institutions will accept the CSU GE or the UC IGETC pattern. The Association of Independent California Colleges and Universities website [www.aiccu.edu](http://www.aiccu.edu) provides resources to select best match based on needs and interests. Out-of-state colleges can be researched at <http://nces.ed.gov/collegenavigator/> The Career & Transfer Resource Center provides access to paper catalogs and to an online catalog service.

## Cross-Enrollment

### UC and CSU

(Subject to change; check with the institution.)

This program is designed to encourage transfer and potential transfer students to explore transfer options through enrollment at four-year institutions. MPC students may cross-enroll at University of California or California State University without formal admission and at a reduced fee. Students may take a maximum of one course per academic term at a campus of either the CSU or UC system on a space-available basis. To meet eligibility requirements, MPC student needs to:

- Have completed at least one term as an MPC matriculated student
- Be enrolled for a minimum of 6 units at MPC
- Have earned a grade point average of 2.0 for work completed
- Have paid fees at MPC
- Have completed appropriate academic preparations as determined by host campus
- Be a California resident
- Complete the Application for Cross-Enrollment available at the MPC Admissions and Records Office and at [www.mpc.edu/admissions/forms](http://www.mpc.edu/admissions/forms)

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# Programs: Requirements, Learning Outcomes, and Courses

2018-2019 Catalog of Courses

## 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 needs. Classes are offered during the day, evening and weekend on the Monterey campus, at the Education Center at Marina, the Public Safety Training Center in Seaside, at off-campus locations, as well as online.

Monterey Peninsula College offers the following types of programs:

**Career technical:** Programs in career technical education offer students skills and knowledge needed for employment and job advancement. Students can earn a Certificate of Training, a Certificate of Achievement, and/or an associate degree.

**Transfer:** The transfer path enables the student to complete the lower-division requirements 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. Students may elect to complete an Associate Degree for Transfer which guarantees admission into selected programs at campuses in the California State Universities.

**Skills Development:** Courses and programs in basic skills are 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 classes in the community as well as on the Monterey, Marina, and Seaside campuses. Numerous classes are offered through the Older Adult program at senior citizen centers and at other easily accessible sites. MPC also offers classes at local high schools.

Further, Monterey Peninsula College provides distance education through its growing number of online courses. Some online courses also require on-campus orientations. Finally, Monterey Peninsula College offers a wide range of courses through Instructional Service Agreements, providing educational opportunity in partnership with various agencies and firms in the community.

## Degree and Certificate Information

Students planning to graduate from MPC must file a petition for an associate degree and/or an application for Certificate of Achievement to receive a certificate by the deadlines outlined on page 26.

Students attending Monterey Peninsula College are eligible to receive multiple degrees. More specifically, a student may pursue more than one degree simultaneously. The requirements for the majors, along with the general education requirements, must equal a minimum of sixty associate degree-applicable units.

### Associate Degree

The California State Board of Education has authorized the Monterey Peninsula College District Governing 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 and career technical fields.

The associate degree is awarded upon satisfying the following:

1. Competency requirements
  - a. Reading
  - b. Writing
  - c. Mathematics
  - d. Information competency
2. General Education requirements
3. Major requirements: Each course in the major must be completed with a grade of "C" or better.
4. A minimum of sixty (60) degree-applicable units (courses numbered 1-299 with MPC GE, numbered 1-99 with CSU-GE, or designated as UC transferable with IGETC) with a 2.0 ("C") or higher grade point average. Pre-collegiate courses (300-399) do not apply toward the degree. Grades earned in non-degree credit courses are not included in the calculation of the degree-applicable grade point average. A maximum of 20 units of "P" may be applied towards the associate degree.
5. Completion of twelve (12) units at Monterey Peninsula College, with at least six in the major area.



**Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T)**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer.” The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor’s degree (unless the major is a designated “high-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor for more information on university admission and transfer requirements when planning to complete the degree.

The following Associate Degree for Transfer requirements must be completed to earn the AA-T or AS-T degree.

- 60 semester CSU-transferable units.
- The California State University – General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- Earn a minimum of 18 semester units in the major or area of emphasis as determined by the community college district.
- Obtain a minimum grade point average (GPA) of 2.0.
- Earn a grade of C or better in all courses required for the major or area of emphasis.
- For the Associate Degree for Transfer, students must meet the residency requirement of 12 units completed at MPC but do not need 6 units of residency within the major as with general associate degrees.

At the time of catalog publication, the following Associate Degree for Transfer programs have been approved for MPC. Other majors are under development. For more information, please see a counselor and/or visit [www.mpc.edu](http://www.mpc.edu)

- Administration of Justice (AS-T)
- Anthropology (AA-T)
- Art History (AA-T)
- Business Administration (AS-T)
- Communication Studies (AA-T)
- Early Childhood Education (AS-T)
- Economics (AA-T)
- English (AA-T)
- Geology (AS-T)
- History (AA-T)
- Kinesiology (AA-T)
- Mathematics (AS-T)
- Music (AA-T)

- Philosophy (AA-T)
- Physics (AS-T)
- Political Science (AA-T)
- Psychology (AA-T)
- Sociology (AA-T)
- Spanish (AA-T)
- Studio Arts (AA-T)
- Theatre Arts (AA-T)

**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.

**Certificate of Achievement**

A Certificate of Achievement recognizes a student’s satisfactory completion of an organized program of study and is awarded upon satisfying the following:

1. Major requirements
2. Each course in the major must be completed with a grade of “C” or better. Some programs require higher performance levels.
3. At least twelve (12) units applied toward the major requirements must be completed at Monterey Peninsula College

**Certificate of Training**

Some departments provide a Certificate of Training to students who successfully complete a short-term, intensive course sequence designed to prepare students for entry-level employment opportunities. Students who complete a Certificate of Training are encouraged to return to Monterey Peninsula College to complete the Certificate of Achievement and associate degree. Students must file an application for Certificate of Training through the department offering the program.

**Certificate of Completion**

A noncredit certificate of completion is a sequence of courses involving elementary and secondary basic skills; workforce preparation courses in the basic skills of speaking, listening, reading, writing, mathematics, decisionmaking, and problem solving skills that are necessary to participate in job-specific technical training; or courses in English as a second language and vocational English as a second language leading to improved employability or job opportunities.

# Graduation Requirements

## 1. Competency Requirements

### a. Reading and Writing

(1) Completion of English 1A with a grade of “C” or better or a verified equivalent course successfully completed at another college.

(2) Competency may also be met by achieving any of the following minimum test scores:

Examination	Score
Advanced Placement (AP)	3, 4 or 5
CLEP subject exam in English	
Composition with essay	50 percentile

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

### b. Mathematics

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

(1) Completion of MATH 263 (Intermediate Algebra and Coordinate Geometry) or higher math course, with a grade of “C” or better or equivalent intermediate algebra or higher course from another university or college.

(2) Credit by examination will be accepted for MATH 263.

(3) Achieving any of the following minimum scores:

Examination	Score
Advanced Placement (AP)	
Calculus AB or BC	3, 4 or 5
CLEP subject exam in College	
Algebra, Calculus or Trigonometry	50 percentile
College Math Placement Exam	Placement into transferable math course

### c. Information Competency

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

(1) Completion of LIBR 50 with a grade “C” or better.

(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 with a passing grade “C” or better will be accepted for LIBR 50.

## 2. General Education Requirements

Students can select from one of three general education patterns: CSU GE-Breadth, IGETC, or MPC GE.

### CSU General Education-Breadth (GE-Breadth)

The CSU GE-Breadth pattern allows California community college transfer students to fulfill lower division general education requirements for any CSU campus prior to transfer. This general education pattern can be a good option for students who know they want to transfer to a CSU.

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

See page 76 for the components of the CSU GE-Breadth pattern and the courses that satisfy each component. Use this pattern with transfer preparation majors if you are transferring to a CSU campus.

### Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC is a selection of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus.

See page 78 for the components of the IGETC and the courses that satisfy each component. Use this pattern with transfer preparation majors if you plan to transfer to the CSU or the UC.

### AA/AS/AA-T/AS-T Majors with CSU-GE and IGETC

- Administration of Justice (AS-T)
- Anthropology (AA-T)
- Art History (AA-T)
- Astronomy
- Biological Sciences
- Business Administration (AA and AS-T)
- Communication Studies (AA-T)
- Early Childhood Education (AS-T)
- Economics (AA and AA-T)
- Engineering
- English (AA-T)
- Geology (AA and AS-T)
- Graphic Arts
- History (AA-T)
- Kinesiology (AA-T)
- Mathematics (AS-T)
- Music (AA-T)
- Oceanography
- Philosophy (AA-T)
- Physics (AS-T)
- Political Science (AA-T)
- Pre-Dental Hygiene
- Pre-Nursing
- Pre-Occupational Therapy
- Pre-Physical Therapy
- Psychology (AA-T)
- Sociology (AA-T)
- Spanish (AA-T)
- Studio Arts (AA-T)
- Theatre Arts (AA-T)
- World Languages

**MPC General Education**

The MPC General Education pattern is intended to provide a broad educational foundation for students enrolled in one of the degree programs which terminates with an associate degree.

The MPC General Education pattern is divided into six areas, as described below. See page 78 for a summary and the courses that satisfy each area. Use this pattern with MPC career technical majors.

**Learning Outcomes for Monterey Peninsula College General Education****AREA A1: English Composition**

Upon successful completion of this area, students will have demonstrated an ability to form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.

**AREA A2: Communication and Analytical Thinking**

Upon successful completion of this area, students will have demonstrated an ability to analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate the results.

**AREA B: Natural Sciences**

Upon successful completion of this area, students will have demonstrated an ability to use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.

**AREA C: Humanities**

Upon successful completion of this area, students will have demonstrated an ability to analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.

**AREA D: Social Sciences**

Upon successful completion of this area, students will have demonstrated an ability to critically examine and comprehend human nature and behavior, social traditions, and institutions.

**AREA E1: Self-Development – Wellness**

Upon successful completion of this area, students will have demonstrated an ability to analyze how physical, social, emotional, and/or intellectual factors contribute to wellness and healthful living.

**OR**

**AREA E2: Self-Development – Career Exploration**

Upon successful completion of this area, students will have demonstrated an ability to accurately assess knowledge, skills, and abilities in relationship to their educational, career, and/or personal goals.

**AREA F: Intercultural Studies**

Upon successful completion of this area, students will have demonstrated an ability to examine interactions and interconnections across cultures.

**AA/AS Majors with MPC-GE**

Administration of Justice – Law Enforcement (AS)  
 Art History (AA)  
 Art Photography (AA)  
 Automotive Technology (AS)  
 Business – Accounting (AS)  
 Business - Administration (AS)  
 Business – International Business (AS)  
 Chemistry (AS)  
 Computer Information Systems (AS)  
 Computer Networking and Security (AS)  
 Dance (AA)  
 Dental Assisting (AS)  
 Early Childhood Education (AS)  
 Ethnic Studies (AA)  
 Family and Consumer Science (AA)  
 Fashion Design and Merchandising (AA)  
 Fire Protection Technology (AS)  
 Fitness Instructor Training (AS)  
 Food and Beverage Management (AS)  
 Gender and Women's Studies (AA)  
 General Studies: Arts and Humanities Emphasis (AA)  
 General Studies: Communication and Analytical Thinking Emphasis (AA)  
 General Studies: Intercultural Studies Emphasis (AA)  
 General Studies: Natural Science Emphasis (AA)  
 General Studies: Social Science Emphasis (AA)  
 Graphic Arts (AA)  
 Human Services (AS)  
 Interior Design (AA)  
 Massage Therapy (AS)  
 Medical Assisting (AS)  
 Medical Insurance and Coding Specialist (AS)  
 Medical Office Administration (AS)  
 Music (AA)  
 Nursing (AS)  
 Ornamental Horticulture (AS)  
 Physical Education Aide (AS)  
 Political Science (AA)  
 Real Estate (AS)  
 Sustainable Hospitality Management (AS)  
 Studio Arts (AA)  
 Theatre Arts (AA)

# California State University General Education Requirements 2018-2019

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. The "Golden Four" (Areas A1, A2, A3, and B4) must be completed with grades of C- or better. Consult with a counselor regarding your education plan.

N = Needed; IP = In Progress; C = Completed		N	IP	C	
<b>A</b>	<b>ENGLISH LANGUAGE COMMUNICATION and CRITICAL THINKING • 9 units</b> Select one course from A1, A2, and A3. <b>A1 Oral Communication</b> SPCH 1, 2, 3 <i>Course from other college</i> _____ <i>Advanced placement</i> _____ <b>A2 Written Communication</b> ENGL 1A <i>Course from other college</i> _____ <i>Advanced placement</i> _____ <b>A3 Critical Thinking</b> ENGL 2; PHIL 6, 10 <i>Course from other college</i> _____ <i>Advanced placement</i> _____	A1			
		A2			
		A3			
<b>B</b>	<b>SCIENTIFIC INQUIRY and QUANTITATIVE REASONING • 9 units</b> Select one course from B1, B2, and B4. At least one course from B1 or B2 must include a laboratory listed in B3; such courses with the lab component in B3 are underlined. <b>B1 Physical Science</b> <u>ASTR 10; CHEM 1A, 1B, 2, 10, 12A, 12B, 30A, 30B; GEOL 2, 3, 9; OCEN 2; PHYS 2A, 2B, 3A, 3B, 3C, 10</u> <i>Course from other college</i> _____ <i>Advanced placement</i> _____ <b>B2 Life Science</b> ANAT 1, 2, 5; ANTH 2; BIOL 10, 13, 21, 22, 25, 30, 31; PHSO 1; PSYC 38 <i>Course from other college</i> _____ <i>Advanced placement</i> _____ <b>B3 Laboratory Activity</b> ANAT 2, 5; ANTH 2L; <u>ASTR 10L; BIOL 10, 13, 21, 22, 32; CHEM 1A, 1B, 2, 10L, 12A, 12B, 30A, 30B; GEOL 2L, 3L; OCEN 2L; PHYS 2A, 2B, 3A, 3B, 3C, 10; PHSO 2</u> <i>Course from other college</i> _____ <i>Advanced placement</i> _____ <b>B4 Mathematical Concepts, Quantitative Reasoning, and Applications</b> MATH 10, 13, 16, 17, 18, 20A, 20B, 20C, 31, 32, 40; PSYC 19; SOCI 19 <i>Course from other college</i> _____ <i>Advanced placement</i> _____	B1			
		B2			
		B3			
		B4			
<b>C</b>	<b>ARTS and HUMANITIES • 9 units</b> Select a minimum of nine units with at least three units from C1 and at least three units from C2. <b>C1 Art, Music, Photography, Theatre Arts</b> ARTH 1, 3, 4, 8, 14; ARTP 10, 11A, 14; ARTV 1; ETNC 4, 5; GWOS 4; HUMA 4; MUSI 1, 2, 3, 10A, 10B; SPCH 5; THEA 1, 4, 5, 11, 53 <i>Course from other college</i> _____ <i>Advanced placement</i> _____ <b>C2 Literature, Humanities, Philosophy, World Languages</b> ENGL 1B, 5, 9, 11, 16, 17, 18, 22, 40A, 40B, 43, 44, 45, 46, 47; ETNC 4, 5, 6, 24, 25, 40; FREN 1A, 1B, 2A, 2B; GENT 1-3, 5-15, 21-23 (6-unit limit in combination with WRLD); GWOS 4, 11, 12, 15, 40; HIST 4, 5, 6, 7, 8, 10, 12, 15, 17, 18, 20, 24, 25, 40, 47; HUMA 4, 10, 30, 40; ITAL 1A, 1B; JPNS 1A, 1B, 2A; LING 10, 15, 25, 30; PHIL 2, 4, 8, 13, 40; SIGN 1A, 1B, 2B, 20; SPAN 1A, 1B, 1SA, 1SB, 2A, 2B; WRLD 4A, 4B, 20 (6-unit limit in combination with WRLD) <i>Course from other college</i> _____ <i>Advanced placement</i> _____	C1			
		C2			
		C1 or C2			
<b>D</b>	<b>SOCIAL SCIENCES • 9 units</b> Select three courses in at least two disciplines. <u>Underlined courses:</u> See <b>NOTE</b> below for important information. ANTH 2, 4, 6, 8, 20, 21, 30; COMM 35; ECED 1, 55, 56; ECON 1, 2, 4; ETNC 6, 10, 13, 14, 16, 18, 20, 21, 22, 24, 25, 30, 40, 45; GENT 1-3, 5-15, 21-23 (6-unit limit in combination with WRLD); GEOG 2, 4; GWOS 1, 2, 3, 4, 5, 10, 12, 30, 40; HIST 4, 5, 7, 8, 10, 12, 15, 17, 18, 20, 24, 25, 40, 47; HUMA 40; LING 15, 25, 30, 35, 45, 46; PHIL 40; POLS 1, 2, 3, 4, 5, 10, 16, 18; PSYC 1, 3, 6, 25, 35, 38, 40, 50; SIGN 20; SOCI 1, 2, 3, 11, 12, 13, 14, 17, 22, 40; SPCH 4, 10; WRLD 4A, 4B, 20 (6-unit limit in combination with GENT) <b>NOTE:</b> To satisfy the CSU graduation requirement in U.S. History, Constitution, and American Ideals, it is strongly recommended that the following areas (US-1, US-2, US-3) be completed prior to transfer. The courses below may also be used to satisfy Area D. <b>US-1: Historical Development of American Institutions &amp; Ideals:</b> ETNC 24*, 25*; GWOS 12; HIST 12, 17, 18, 24*, 25* <b>US-2: U.S. Constitution &amp; Government:</b> ETNC 16*, 18*, 24*, 25*; GWOS 10*; HIST 24*, 25*; POLS 1*, 10*, 16*, 18* <b>US-3: California State &amp; Local Government:</b> ETNC 16*, 18*; GWOS 10*; POLS 1*, 10*, 16*, 18* * Indicates courses that may be used to satisfy more than one US area. <i>Course from other college</i> _____ <i>Advanced placement</i> _____	D			
		D			
<b>E</b>	<b>LIFELONG LEARNING and SELF-DEVELOPMENT • 3 units</b> BUSI 22; ECED 1; FACS 56; GWOS 7; HLTH 4, 7; HUMA 10; NUTF 1; PERS 50, 51; PHIL 4; PSYC 1, 6, 25, 38, 40, 50; SOCI 1, 40; <b>OR</b> take PFIT 51 (2 units) and physical activity courses for 1 unit: ADPE 6, 8-10, 13-16; DANC 10ABCD, 11ABCD, 12ABCD, 14ABCD, 15ABCD, 19AB, 21; PHED 2ABCD, 5ABDE, 6ABC, 7AB, 12BCDE, 15ABDE, 22ABCD; PFIT 2, 6, 7, 8, 9, 10ABC, 14, 15ABCD, 16ABCD, 17ABCD, 18ABCD, 19ABCD, 20, 21ABC, 22ABCD, 30ABC, 50, 51 <i>Course from other college</i> _____ <i>Advanced placement</i> _____	E			

Student Name \_\_\_\_\_ SID# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

# Intersegmental General Education Transfer Curriculum (IGETC) 2018-2019

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). Consult with a counselor regarding your education plan.

N = Needed; IP = In Progress; C = Completed		N	IP	C
<b>1</b>	<b>ENGLISH COMMUNICATION</b> CSU: Three courses required, one each from 1A, 1B, and 1C. UC: Two courses required, one from 1A and one from 1B. <b>1A English Composition • 1 course, 3 semester units</b> ENGL 1A Course from other college _____ Advanced placement _____ <b>1B Critical Thinking – English Composition • 1 course, 3 semester units</b> ENGL 2 Course from other college _____ Advanced placement _____ <b>1C Oral Communication (CSU requirement only) • 1 course, 3 semester units</b> SPCH 1, 2 Course from other college _____ Advanced placement _____	1A		
		1B		
		1C		
<b>2</b>	<b>MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING • 1 course, 3 semester units</b> MATH 10, 13, 16, 17, 18, 20A, 20B, 20C, 31, 32, 40; PSYC 19; SOCI 19 Course from other college _____ Advanced placement _____	2A		
<b>3</b>	<b>ARTS and HUMANITIES • 3 courses, 9 semester units</b> At least three courses, with at least one course from 3A and one course from 3B. <b>3A Arts</b> ARTH 1, 3, 4, 8, 14; ARTP 14; ETNC 4, 5; GWOS 4; HUMA 4; MUSI 1, 2, 3, 10A, 10B; THEA 1, 4, 5, 53 Course from other college _____ Advanced placement _____ <b>3B Humanities</b> ENGL 1B, 5, 9, 11, 17, 18, 22, 40A, 40B, 43, 44, 45, 46, 47; ETNC 4, 5, 6, 24, 25; FREN 2A, 2B; GENT 21, 22, 23; GWOS 4, 11, 12, 15, 40; HIST 4, 5, 6, 7, 8, 10, 12, 15, 17, 18, 20, 24, 25, 47; HUMA 4, 10, 30, 40; JPNS 2A; LING 10, 15, 25, 30; PHIL 2, 4, 8, 13, 40; SIGN 20; SPAN 2A, 2B; THEA 4; WRLD 20 Course from other college _____ Advanced placement _____	3A		
		3B		
		3A or 3B		
<b>4</b>	<b>SOCIAL and BEHAVIORAL SCIENCES • 3 courses, 9 semester units</b> At least three courses from at least two disciplines or an interdisciplinary sequence. ANTH 2, 4, 6, 8, 20, 21, 30; ECED 1, 55; ECON 1, 2, 4; ETNC 6, 10, 13, 14, 16, 18, 20, 21, 22, 24, 25, 30, 45; GEOG 2, 4; GWOS 1, 2, 3, 4, 5, 10, 12, 30, 40; HIST 4, 5, 7, 8, 10, 12, 15, 17, 18, 20, 24, 25, 47; HUMA 40; LING 15, 25, 30, 45, 46; PHIL 40; POLS 1, 2, 3, 4, 5, 10, 16, 18; PSYC 1, 3, 6, 25, 35, 38, 40; SIGN 20; SOCI 1, 2, 3, 11, 12, 13, 14, 17, 22, 40; SPCH 4, 10; WRLD 20 Course from other college _____ Advanced placement _____	4		
<b>5</b>	<b>PHYSICAL and BIOLOGICAL SCIENCES • 2 courses, 7 semester units</b> At least two courses, one from 5A and one from 5B; at least one must include a 5C laboratory course. <b>5A Physical Science</b> ASTR 10; CHEM 1A, 1B, 2, 10, 12A, 12B, 30A, 30B; GEOL 2, 3, 9; OCEN 2; PHYS 2A, 2B, 3A, 3B, 3C, 10 Course from other college _____ Advanced placement _____ <b>5B Biological Science</b> ANAT 5; ANTH 2; BIOL 10, 13, 21, 22, 30, 31; PHSO 1; PSYC 38 Course from other college _____ Advanced placement _____ <b>5C Science Laboratory</b> ANAT 5; ANTH 2L; ASTR 10L; BIOL 10, 13, 21, 22, 32; CHEM 1A, 1B, 2, 10L, 12A, 12B, 30A, 30B; GEOL 2L, 3L; OCEN 2L; PHSO 2; PHYS 2A, 2B, 3A, 3B, 3C, 10 Course from other college _____ Advanced placement _____	5A		
		5B		
		5C		
<b>6</b>	<b>LANGUAGES OTHER THAN ENGLISH</b> (UC requirement only) Proficiency equivalent to two years of high school study in the same language <b>Any World Language (FREN, ITAL, JPNS, SIGN, SPAN) 1A, 1B, 1SA, 1SB, 2A, 2B</b> Completed at High School _____ Course from other college _____ Advanced placement _____	6A		
<b>CSU GRADUATION REQUIREMENT in U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS</b> (Not part of IGETC; may be completed prior to transfer) Complete all areas: US-1, US-2, US-3. <b>US-1: Historical Development of American Institutions &amp; Ideals:</b> ETNC 24*, 25*; GWOS 12; HIST 12, 17, 18, 24*, 25* <b>US-2: U.S. Constitution &amp; Government:</b> ETNC 16*, 18*, 24*, 25*; GWOS 10*; HIST 24*, 25*; POLS 1*, 10*, 16*, 18* <b>US-3: California State &amp; Local Government:</b> ETNC 16*, 18*; GWOS 10*; POLS 1*, 10*, 16*, 18* * Indicates courses that may be used to satisfy more than one US area. <b>Note:</b> Courses used to meet IGETC requirements may be used to satisfy this CSU graduation requirement at the discretion of the receiving CSU campus. Completed _____				

IGETC COMPLETED: California State University  University of California  • California State University Graduation Requirement in U.S. History/Government: Completed

Student Name \_\_\_\_\_ SID# \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_



Programs of Study	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Training (Credit Only)	Certificate of Completion (Noncredit)
<b>Administration of Justice</b>	AS-T				
Administration of Justice - Law Enforcement (Career Technical)		AS	CA		
Administration of Justice - Corrections				CT	
<b>American Sign Language</b>				CT	
American Sign Language Linguistics				CT	
<b>Anthropology</b>	AA-T				
<b>Art</b>					
Art History	AA-T	AA	CA		
Art Photography		AA	CA		
Graphic Arts (Career Technical)		AA	CA		
Graphic Arts (Transfer Preparation)		AA			
Studio Arts	AA-T	AA	CA		
<b>Astronomy</b> (Transfer Preparation)		AA			
<b>Automotive Technology</b> (Career Technical)		AS	CA		
<b>Biology</b>					
Biological Sciences (Transfer Preparation)		AA			
<b>Business</b>					
Accounting (Career Technical)		AS	CA		
Accounting/Bookkeeping				CT	
Business Administration (Career Technical)		AS	CA	CT	
Business Administration (Transfer Preparation)	AS-T	AA			
Business Information Worker				CT	
Business Technology				CT	
Entrepreneurship				CT	
Human Resources				CT	
International Business (Career Technical)		AS	CA		
Leadership				CT	
Retail Management (Career Technical)			CA		
Sales and Marketing				CT	
<b>Chemistry</b>		AS			
<b>Communication Studies</b>	AA-T				
<b>Computer Science</b>					
Computer Information Systems (Career Technical)		AS			
Computer Networking and Security (Career Technical)		AS	CA		
Computer Programming and Game Design Fundamentals				CT	
IT Computer Retail Sales and Support				CT	
IT Help Desk and User Support				CT	
IT Technician - Networking Specialization				CT	
<b>Dance</b>		AA			
<b>Dental Technology</b>					
Dental Assisting (Career Technical)		AS	CA		
Pre-Dental Hygiene (Transfer Preparation)		AA			
<b>Drafting - Computer Aided Drafting and Design</b>				CT	
<b>Early Childhood Education</b> (Career Technical)	AS-T	AS	CA		
<b>Economics</b>	AA-T				
Economics (Transfer Preparation)		AA			
<b>Emergency Medical Services</b>					
Emergency Medical Technician 1: Basic Training				CT	

Programs of Study	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Training (Credit Only)	Certificate of Completion (Noncredit)
<b>Engineering</b> (Transfer Preparation)		AA			
<b>English</b>	AA-T				
Creative Writing				CT	
Great Books				CT	
<b>English as a Second Language</b>					
English as a Second Language - Intermediate Level					CC
English as a Second Language - Advanced Level					CC
<b>Ethnic Studies</b>		AA			
<b>Family Consumer Science</b> (Career Technical)		AA			
<b>Fashion</b>					
Fashion Design and Merchandising (Career Technical)		AS	CA		
<b>Fire Protection Technology</b> (Career Technical)		AS	CA		
<b>French Language</b>				CT	
<b>Gender and Women's Studies</b>		AA			
<b>General Studies</b>					
Arts and Humanities Emphasis		AA			
Communication and Analytical Thinking Emphasis		AA			
Intercultural Studies Emphasis		AA			
Natural Science Emphasis		AA			
Social Science Emphasis		AA			
<b>General Education</b>					
California State University - Breadth			CA		
Intersegmental General Education Transfer Curriculum (IGETC)			CA		
<b>Geology</b>	AS-T				
Geology (Transfer Preparation)		AA			
<b>History</b>	AA-T				
<b>Hospitality</b>					
Advanced Sustainable Culinary Arts				CT	
Baking and Pastry Arts				CT	
Food and Beverage Management (Career Technical)		AS			
Sustainable Food and Beverage Management				CT	
Sustainable Hospitality Management (Career Technical)		AS			
Wine Professional Level 1				CT	
<b>Human Services</b>		AS	CA		
<b>Interior Design</b> (Career Technical)		AA	CA		
Green Interiors				CT	
<b>Japanese Language</b>				CT	
<b>Kinesiology</b>	AA-T				
<b>Linguistics</b>				CT	
<b>Massage Therapy</b> (Career Technical)		AS	CA		
Massage Practitioner				CT	
Massage Therapist				CT	
<b>Mathematics</b>	AS-T				
<b>Mechatronics Technology (Industrial Automation)</b>				CT	
<b>Medical Assisting</b> (Career Technical)		AS	CA		
Medical Insurance and Coding Specialist (Career Technical)		AS	CA		
Medical Office Administration (Career Technical)		AS	CA		
Personal Wellness and Health Professions				CT	
<b>Music</b>	AA-T	AA			



## Programs of Study

	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Training (Credit Only)	Certificate of Completion (Noncredit)
<b>Nursing</b> (Career Technical)		AS			
Pre-Nursing (Transfer Preparation)		AA			
<b>Nutrition and Food</b>				CT	
<b>Oceanography</b> (Transfer Preparation)		AA			
<b>Ornamental Horticulture</b> (Career Technical)		AS	CA		
<b>Philosophy</b>	AA-T				
<b>Physical Education Aide</b> (Career Technical)		AS			
<b>Physical Fitness</b>					
Fitness Instructor Training (Career Technical)		AS	CA		
<b>Physics</b>	AS-T				
<b>Physiology</b>					
Pre-Occupational Therapy (Transfer Preparation)		AA			
Pre-Physical Therapy (Transfer Preparation)		AA			
<b>Political Science</b>	AA-T	AA			
<b>Psychology</b>	AA-T				
<b>Real Estate</b> (Career Technical)		AS	CA		
<b>Sociology</b>	AA-T				
<b>Spanish</b>	AA-T			CT	
<b>Theatre Arts</b>	AA-T	AA	CA		
<b>World Languages</b> (Transfer Preparation)		AA			

## Course Descriptions and Numbering

All courses are listed alphabetically. Not all courses listed in this catalog may be offered during the academic year. Unit of credit or semester unit is a measure of time and study devoted to a course. Hours for courses are listed as hours that the student will spend in class per week for the semester. Total hours spent in a class are listed for courses that are less than a semester in length. These hours may be lecture, laboratory, discussion, field study, studio, activity, or clinical.

### Course Grading

The following course grading is found in the course description following the title of the course:

**LG:** Letter grade only

**P/NP:** Pass/No Pass grade only

**LG-P/NP:** Letter Grade or Pass/No Pass grade

**NC:** Non-Credit

### Course Numbers

The college has adopted the following numbering system effective Fall 2005:

**1-99 BS/BA Level and Associate Degree:** Courses numbered 1 through 99 are baccalaureate level courses, carrying lower division baccalaureate level credit at four-year colleges and universities. Not all courses numbered 1-99 are transferable to UC. Check the MPC Catalog description for transferability. "Baccalaureate applicable" courses in the 1 through 99 series meet the following criteria:

1. The course is parallel to one offered at a California State University or University of California campus and/or has been accepted as satisfying a general education requirement as indicated by the approved CSU-GE List (California State University General Education List) or the IGETC (Intersegmental General Education Transfer Curriculum).
2. The course has procedural rigor to meet the critical thinking and/or computational levels required for baccalaureate level courses. Courses in this series are also associate degree applicable.

**100–299 Associate Degree Only:** Courses numbered 100 through 299 are associate degree level courses. They are generally, but not exclusively, career technical in nature. Courses numbered 100–199 may transfer at the discretion of the receiving institution. If a student takes both ENGL 111 and 112, only one of the courses may be applied toward the associate degree.

**300–399 Credit, Non-Degree Applicable:** Courses numbered 300 through 399 are intended as developmental courses in reading, writing, mathematics, English as a Second Language, and study and learning skills. They may not be used to fulfill any degree requirements.

**400–499 Non-credit:** Courses numbered 400 through 499 are courses for which no credit is awarded.

## Course Requisites

The following definitions from Title 5, Section Code 55200 of the California Code of Regulations are used to describe conditions that should be considered before a student enrolls in a class.

Requisites are determined to be "necessary and appropriate" when a strong rational basis exists for concluding that a prerequisite or corequisite is reasonably needed to achieve the purpose that it purports to serve.

**Prerequisite** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Prerequisite courses must be completed with a grade of "C" or better.

**Corequisite** means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

**Advisory** means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

**Enrollment Limitation** means a condition of enrollment that a student is required to meet for admission into a program such as Work Experience or Dental Assisting.

**Satisfactory grade** means that, for the course in question, the student's academic record has been annotated with the symbol A, B, C, or P.

# Reading Course Descriptions

If no prerequisite is noted, none is required; and any student may enroll in the course.

<p><b>Course Title</b> .....</p> <p><b>Course ID</b> .....</p> <p><b>Units of credit</b> .....</p> <p><b>Grading</b> – LG means Letter grade – P/NP means Pass/No Pass .....</p> <p><b>Weekly class hours lecture</b> .....</p> <p><b>Weekly class hours laboratory</b> .....</p> <p><b>Course Description</b> .....</p> <p><b>C-ID (Course Identification Number)</b> A supranumbering system identifying common comparable transfer courses. ....</p> <p><b>Prerequisite</b> .....</p> <p>Mastery of subject at a certain level is necessary for success in this class.</p> <p><b>Advisories</b> .....</p> <p>Certain preparation is advised before students enter the course.</p> <p><b>General Education Credit</b> .....</p> <p>CSU, IGETC, and/or MPC General Education Requirements that this course meets.</p> <p><b>Corequisite</b> .....</p> <p>Concurrent (simultaneous) enrollment in or prior successful completion of a companion course and/or lab is required.</p> <p><b>Transfer</b> .....</p> <p>Course carries transfer credit to CSU and/or UC, but some restrictions may apply.</p> <p><b>Online class information</b> .....</p>	<div style="border: 1px solid black; padding: 10px;"> <p><b>BIOL 21 CONCEPTS IN BIOLOGY I: CELLS, GENETICS, AND ORGANISMS</b></p> <p><b>5 units • LG • Four hours lecture; three hours lab</b></p> <p>This course, intended for majors, covers principles and applications of prokaryotic and eukaryotic cell structure and function, biological molecules, homeostasis, cell reproduction and its controls, molecular genetics, classical/Mendelian genetics, cell metabolism including photosynthesis and respiration, cellular communication, physiology, development, biotechnology, and genomics. The philosophy of science, methods of scientific inquiry and experimental design are foundational to the course.</p> <p>[C-ID BIOL 190]</p> <p><b>Prerequisites:</b> CHEM 1A; MATH 263 or higher</p> <p><b>Advisories:</b> Eligibility for ENGL 1A</p> <p><b>Credit transferable:</b> CSU, UC</p> <p><b>General Ed. Credit:</b> CSU, Area B2, B3; IGETC, Area 5B, 5C; MPC, Area B</p>   <p><b>ENGR 12L ENGINEERING CIRCUITS LABORATORY</b></p> <p><b>1 unit • LG-P/NP • Three hours lab</b></p> <p>Students build, measure, analyze, and model standard electronics circuits while verifying theoretical circuit principles. Multimeters, oscilloscopes, power supplies, function generators, and circuit simulation tools are used to collect data and describe circuit behavior. Laboratory projects present circuits similar to those covered in ENGR 12 while also introducing semiconductor components such as diodes, transistors, and other integrated circuits. May also be offered online.</p> <p><b>Corequisites:</b> ENGR 12</p> <p><b>Credit transferable:</b> CSU, UC</p> </div>
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# Adapted Physical Education

## COURSE DESCRIPTIONS

### ADPE 6 ADAPTED FUNCTIONAL TRAINING

**1 unit • LG-P/NP • Three hours lab**

This course is designed for students with disabilities to apply concepts of functional training in improving their physical capacity. May be repeated based on Title 5, Section 56029 specifications.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### ADPE 8 INTRODUCTION TO ADAPTED PHYSICAL EDUCATION

**.5 unit • LG-P/NP • One and one-half hours lab**

This course is designed to provide students with disabilities an introduction to the adapted physical education program. May be repeated based on Title 5, Section 56029 specifications.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### ADPE 9 ADAPTED PERSONAL FITNESS

**1.5 units • LG-P/NP • Four and one-half hours lab**

This course provides information and activities designed to increase the physical fitness of students with disabilities. May be repeated based on Title 5, Section 56029 specifications.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### ADPE 10 ADAPTED WEIGHT TRAINING

**1 unit • LG-P/NP • Three hours lab**

This course offers weight training exercises and routines for special populations with the goal to develop and maintain muscular tone, strength, and endurance. May be repeated based on Title 5, Section 56029 specifications.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### ADPE 13 PHYSICAL EDUCATION: ADAPTED

**1.5 units • LG-P/NP • Five hours lab**

This course provides specially designed exercise for students with disabilities. May be repeated based on Title 5, Section 56029 specifications.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### ADPE 14 ADAPTED AEROBICS

**1 unit • LG-P/NP • Three hours lab**

This course is designed to provide non-impact creative rhythmic activities for students with disabilities. May be repeated based on Title 5, Section 56029 specifications.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### ADPE 15 HEART HEALTHY EXERCISE

**1.5 units • LG-P/NP • Five hours lab**

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 repeated based on Title 5, Section 56029 specifications.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### ADPE 16 ADAPTED FLEXIBILITY AND MOVEMENT TECHNIQUES

**1 unit • LG-P/NP • Three hours lab**

Designed for students with disabilities, this course covers stretching exercises and movement principles related to flexibility. May be repeated based on Title 5, Section 56029 specifications.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

# Administration of Justice

## DEGREES

**Administration of Justice –**  
Associate in Science for Transfer



**Administration of Justice – Law Enforcement –**  
Associate in Science (Career Technical)

## CERTIFICATE OF ACHIEVEMENT (Career Technical)

**Administration of Justice – Law Enforcement**

## CERTIFICATE OF TRAINING

**Administration of Justice – Corrections**

# Administration of Justice

## ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The Associate in Science in Administration of Justice for Transfer degree (AS-T in Administration of Justice) program prepares students for transfer into the California State University system to pursue bachelor's degree programs in Administration of Justice or similar areas. Students must complete the Associate Degree for Transfer requirements to earn the AS-T degree.

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

## Associate in Science for Transfer Degree

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>6</b>
ADMJ 2 Introduction to Administration of Justice (3)	
ADMJ 4 Concepts of Criminal Law (3)	
<b>LIST A: Select two courses from the following:</b>	<b>6</b>
ADMJ 3 Community and the Justice System (3)	
ADMJ 6 Legal Aspects of Evidence (3)	
ADMJ 51 Criminal Court Process (3)	
ADMJ 57 Introduction to Corrections (3)	
ADMJ 66 Criminal Investigation (3)	
ADMJ 68 Introduction to Forensics (3)	
ADMJ 70 Juvenile Procedures (3)	
<b>LIST B: Select two courses from the following or from LIST A not already selected:</b>	<b>6-7</b>
ADMJ 53 Police Field Operations (3)	
ADMJ 55 Writing for Criminal Justice (3)	
MATH 16 Elementary Statistics (4)	
PSYC 1 General Psychology (3)	
SOCI 1 Introduction to Sociology (3)	
<b>TOTAL MAJOR UNITS</b>	<b>18-19</b>
<b>Associate Degree Requirements (as described above)</b>	<b>18-19</b>
<i>Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

# Administration of Justice - Law Enforcement

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

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

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

### Certificate of Achievement (Career Technical)

Certificate Requirements	Units
<b>Option 1: General</b>	<b>21</b>
ADMJ 2 Introduction to Administration of Justice (3)	
ADMJ 3 Community and the Justice System (3)	
ADMJ 4 Concepts of Criminal Law (3)	
ADMJ 6 Legal Aspects of Evidence (3)	
ADMJ 51 Criminal Court Process (3)	
ADMJ 55 Writing for Criminal Justice (3)	
ADMJ 66 Criminal Investigation (3)	
<b>Select 2-3 units from the following:</b>	<b>2-3</b>
ADMJ 53 Police Field Operations (3)	
ADMJ 57 Introduction to Corrections (3)	
ADMJ 70 Juvenile Procedures (3)	
LETP 180 Citizen's Academy (.5-1)	
COOP 91.1 Administration of Justice Work Experience (2-3)	
<b>OPTION 1 TOTAL CERTIFICATE UNITS</b>	<b>23-24</b>
<b>Option 2: Extended Basic Academy</b>	<b>23.5</b>
LETP 145A POST Basic Academy III (4)	
LETP 145B POST Basic Academy II (6.5)	
LETP 145C POST Basic Academy I (13)	
<b>OPTION 2 TOTAL CERTIFICATE UNITS</b>	<b>23.5</b>

<b>Option 3: Intensive Basic Academy</b>	<b>22</b>
LETP 144A POST Intensive Basic Academy I (11)	
LETP 144B POST Intensive Basic Academy II (11)	
<b>OPTION 3 TOTAL CERTIFICATE UNITS</b>	<b>22</b>

### Associate in Science Degree (Career Technical)

Associate Degree Major Requirements	Units
Certificate Requirements (determined by option)	22-24
<i>Complete Competency Requirements, MPC General Education Pattern, and 60 degree-applicable units (see pages 74-75, 78).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

# Administration of Justice - Corrections

## CERTIFICATE OF TRAINING

The Administration of Justice Corrections Certificate of Training program prepares students to enter the workforce as corrections officers in the field of adult and juvenile institutional based corrections. Students will learn basic supervision, control and incident report writing skills to prepare them for common duties and challenges of correctional officers at detention centers.

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

- Understand how organizations maintain security of a detention facility, staff, and inmates.
- Identify the functional differences between jails and prisons.
- Understand how corrections and correctional facilities function within the overall criminal justice system.
- Identify common disruptive incidents and write a basic incident report.

### Certificate of Training

Certificate Requirements	Units
ADMJ 55 Writing for Criminal Justice	3
ADMJ 57 Introduction to Corrections	3
<b>Select one course from the following:</b>	<b>3</b>
ADMJ 6 Legal Aspects of Evidence (3)	
ADMJ 51 Criminal Court Process (3)	
ADMJ 70 Juvenile Procedures (3)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>9</b>

## COURSE DESCRIPTIONS

### ADMJ 2 INTRODUCTION TO ADMINISTRATION OF JUSTICE

**3 units • LG • Three hours lecture**

This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Although justice structure and process is examined in a cross-cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.

May also be offered online. [C-ID AJ 110]

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

**Credit transferable: CSU, UC**

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

### ADMJ 3 COMMUNITY AND THE JUSTICE SYSTEM

**3 units • LG-P/NP • Three hours lecture**

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict. An emphasis is placed on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in culture, religion, and law. May also be offered online.

[C-ID AJ 160]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

### ADMJ 4 CONCEPTS OF CRIMINAL LAW

**3 units • LG-P/NP • Three hours lecture**

This course analyzes the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course uses case law and case studies to introduce students to criminal law. The course also discusses prosecution and defense decision making, criminal culpability, and defenses to crimes. The completion of this course offers a foundation upon which upper-division criminal justice courses build. Portions of instruction may be offered online; may also be offered fully online. [C-ID AJ 120]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

### ADMJ 6 LEGAL ASPECTS OF EVIDENCE

**3 units • LG-P/NP • Three hours lecture**

This course examines categories of evidence and legal rules governing its admission and exclusion in the criminal process. [C-ID AJ 124]

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

**Credit transferable: CSU**

### ADMJ 51 CRIMINAL COURT PROCESS

**3 units • LG-P/NP • Three hours lecture**

This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law, case law, and constitutional law. [C-ID AJ 122]

**Advisories: Eligibility for ENGL 111 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 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 1A**

**Credit transferable: CSU**

### ADMJ 57 INTRODUCTION TO CORRECTIONS

**3 units • LG-P/NP • Three hours lecture**

This course provides a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the criminal justice system, corrections, a critical examination of the types of correctional institutions, and the clients housed in each institution, and an examination of contemporary correctional issues. [C-ID AJ 200]

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

**Credit transferable: CSU**

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

### ADMJ 66 CRIMINAL INVESTIGATION

**3 units • LG-P/NP • Three hours lecture**

This course addresses the techniques, procedures, and ethical issues involved in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, sources of information, utility of evidence, scientific analysis of evidence, and the role of the investigator in the trial process. [C-ID AJ 140]

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

**Credit transferable: CSU**

**ADMJ 68 INTRODUCTION TO FORENSICS****3 units • LG-P/NP • Three hours lecture**

This course provides an introduction to the role of forensics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents, and controlled substances. [C-ID AJ 150]

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area E2****ADMJ 70 JUVENILE PROCEDURES****3 units • LG-P/NP • Three hours lecture**

This course is an examination of the origin, development, and organization of the juvenile justice system as it has evolved in the American justice system. The course explores the theories that focus on juvenile law, courts and processes, and the constitutional protections extended to juveniles administered in the American justice system. [C-ID AJ 220]

**Advisories: Eligibility for ENGL 111 or ENSL 110 and 155****Credit transferable: CSU**

# American Sign Language

**CERTIFICATES OF TRAINING****American Sign Language****American Sign Language Linguistics**

# American Sign Language

**CERTIFICATE OF TRAINING**

American Sign Language (ASL) is one of the most popular second languages in this country. Students who study ASL learn about the complex grammar of this visual language, and about the history and culture of Deaf Americans. Students who receive a Certificate of Training in ASL have demonstrated that they are familiar with and can communicate in ASL and written ASL gloss at the intermediate-high level, including but not limited to being able to converse with native signers about the present, past, and future; express emotions, opinions in appropriate situations; and understand the main ideas and key concepts of Deaf culture. This Certificate recognizes progress that students have made toward mastering ASL and assists students who are seeking careers in a wide variety of fields (e.g., medicine, retail, education, etc.) that value multilingualism and/or cater specifically to Deaf customers.

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

- Apply knowledge of ASL to communicate at an intermediate-high level as defined by the American Council on the Teaching of Foreign Languages (ACTFL).
- Critically examine and comprehend the culture, values and practices of Deaf Americans.

**Certificate of Training**

<b>Certificate Requirements</b>		<b>Units</b>
SIGN 1A	Elementary American Sign Language I	5
SIGN 1B	Elementary American Sign Language II	5
SIGN 2A	Intermediate American Sign Language	5
<b>TOTAL CERTIFICATE UNITS</b>		<b>15</b>



# American Sign Language Linguistics

## CERTIFICATE OF TRAINING

American Sign Language (ASL) is one of the most popular second languages in this country. Students who study ASL learn about the complex grammar of this visual language, and about the history and culture of Deaf Americans. Students who receive a Certificate of Training in ASL have demonstrated that they are familiar with and can communicate in ASL and written ASL gloss at the intermediate-high level, including but not limited to being able to converse with native signers about the present, past, and future; express emotions, opinions in appropriate situations; and understand the main ideas and key concepts of Deaf culture. This Certificate recognizes progress that students have made toward mastering ASL and assists students who are seeking careers in a wide variety of fields (e.g., medicine, retail, education, etc.) that value multilingualism and/or cater specifically to Deaf customers.

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

- Apply knowledge of ASL to communicate at an intermediate level as defined by the American Council on the Teaching of Foreign Languages (ACTFL).
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Apply basic linguistic principles to the analysis of language and in particular American Sign Language.

## Certificate of Training

Certificate Requirements		Units
SIGN 1A	Elementary American Sign Language I	5
SIGN 1B	Elementary American Sign Language II	5
SIGN 10	Structure & Culture of American Sign Language	3
LING 10	Foundations of Language	3
<b>TOTAL CERTIFICATE UNITS</b>		<b>16</b>

## COURSE DESCRIPTIONS

### SIGN 1A ELEMENTARY AMERICAN SIGN LANGUAGE I

**5 units • LG-P/NP • Five hours lecture**

This course offers a systematic introduction to understanding, signing, reading and writing American Sign Language (ASL) and to Deaf American culture. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

### SIGN 1AL ELEMENTARY AMERICAN SIGN LANGUAGE I LAB

**1 unit • P/NP • Three hours lab**

This course is designed to promote competency in the conversational use of American Sign Language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of discourse. The course emphasizes the practical application of the language in everyday life situations and current events at the novice to intermediate level. This course is also available for students who have taken SIGN 1A and want to continue to improve their skills.

**Prerequisites or corequisites:** SIGN 1A

**Credit transferable:** CSU

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

### SIGN 1B ELEMENTARY AMERICAN SIGN LANGUAGE II

**5 units • LG-P/NP • Five hours lecture**

This course is a continuation of SIGN 1A. Emphasis is placed on extending communication skills to wider cultural contexts.

**Prerequisites:** SIGN 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

### SIGN 1BL ELEMENTARY AMERICAN SIGN LANGUAGE II LAB

**1 unit • P/NP • Three hours lab**

This course is designed to promote competency in the conversational use of American Sign Language and to increase fluency by reinforcing previously learned materials and by expanding vocabulary and patterns of discourse. The course emphasizes the practical application of the language in everyday life situations and current events at the novice to intermediate level. This course is also available for students who have taken SIGN 1B and want to continue to improve their skills.

**Prerequisites:** SIGN 1AL

**Credit transferable:** CSU, UC

### SIGN 2A INTERMEDIATE AMERICAN SIGN LANGUAGE

**5 units • LG-P/NP • Five hours lecture**

This course provides a review and completion of basic grammatical structures used in American Sign Language with signed and written drills. Emphasis is placed on conversation practice with everyday vocabulary and discussions of readings/videos relating to Deaf American culture.

**Prerequisites:** SIGN 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** IGETC, Area 6A; MPC, Area C

### SIGN 2B ADVANCED AMERICAN SIGN LANGUAGE II

**5 units • LG-P/NP • Five hours lecture**

This course provides a review of grammar and active vocabulary growth through signed and written composition. Emphasis is placed on conversational practice using materials relevant to the American Deaf culture.

**Prerequisites:** SIGN 2A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

**SIGN 10 STRUCTURE AND CULTURE OF AMERICAN SIGN LANGUAGE****3 units • LG-P/NP • Three hours lecture**

This course offers linguistic study of the structure of American Sign Language (ASL) and the culture of Deaf Americans. Topics include phonology, morphology, and syntax of ASL; language and identity; language policy; cross-linguistic aspects of signed languages; and ASL literature. No previous knowledge of ASL or linguistics is required. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: MPC, Area C, D****SIGN 20 INTRODUCTION TO DEAF CULTURE****3 units • LG-P/NP • Three hours lecture**

This course offers an introduction to American Deaf Culture, the history, the community, and the language. Deaf cultural values, characteristics, and dynamics are discussed, as well as issues related to minority dynamics. Organizations and individual perceptions of self in relation to group identity, along with political views as examined through articles, books, and videotaped presentations are studied. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C****SIGN 90 INDEPENDENT STUDY****.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit**

This course provides a framework for this academic discipline, which is 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.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and ENSL 155****Credit transferable: CSU**

# Anatomy

## COURSE DESCRIPTIONS

**ANAT 1 HUMAN ANATOMY****2 units • LG-P/NP • Two hours lecture**

This course covers the structural organization of the human body: gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization. It is primarily intended for nursing, allied health, kinesiology, and other health-related majors. Portions of instruction may be offered online; may also be offered fully online. [C-ID BIOL 110B]

**Advisories: High school chemistry and biology and/or ANAT 5; eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area B2; MPC, Area B (with ANAT 2)****ANAT 2 HUMAN ANATOMY LAB****2 units • LG • Six hours lab**

Structural organization of the human body: gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization. It is appropriate for majors in nursing, allied health, kinesiology, and other health-related majors. This course addresses human structures studied via models, extensive mammalian dissection, and cadaver. [C-ID BIOL 110B]

**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-P/NP • 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, and other paramedical and health occupations. It meets the Associate of the Arts general education requirements for a science course with lecture and lab. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area B2, B3; IGETC, Area 5B, 5C; MPC, Area B****ANAT 70 ANATOMICAL PREPARATIONS****1 unit • P/NP • Three hours lab**

This course addresses human dissection and preparation of anatomical specimens.

**Prerequisites: ANAT 1 and 2****Credit transferable: CSU****ANAT 90 INDEPENDENT STUDY****.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit**

This course provides a framework for this academic discipline, which is 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.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and ENSL 155****Credit transferable: CSU**

# Anthropology

## DEGREE

**Anthropology –**  
Associate in Arts for Transfer



# Anthropology

## ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in Anthropology for Transfer degree (AA-T in Anthropology) program addresses issues in the areas of human nature and tradition, our human heritage, trends in global society, and the advances of a single political economy. The courses offered introduce students to the fields of archaeology, biological anthropology, and cultural anthropology. These courses may be taken to satisfy General Education requirements or to meet the requirements for an Associate in Arts in Anthropology for Transfer (AA-T in Anthropology) degree program which prepares students to transfer into the CSU system to pursue a baccalaureate degree in Anthropology or related major. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Describe biological and cultural factors responsible for human variation.
- Distinguish variations in culture using the relativist perspective.
- Evaluate the various theories, methods, and techniques used to investigate the human past.

### Associate in Arts for Transfer Degree

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>9</b>
ANTH 2 Introduction to Biological Anthropology (3)	
ANTH 4 Introduction to Cultural Anthropology (3)	
ANTH 6 Introduction to Archaeology and Prehistory (3)	
<b>LIST A: Select a minimum of four units from the following:</b>	<b>4-5</b>
ANTH 2L Biological Anthropology Laboratory (1)	
MATH 16 Elementary Statistics (4)	
<b>LIST B: Select a minimum of three units from the following and/or from LIST A not already selected:</b>	<b>3-5</b>
ANAT 1 Human Anatomy (2)	
ANAT 2 Human Anatomy Lab (2)	
GEOL 2 Physical Geology (3) & GEOL 2L Physical Geology Laboratory (1)	
PSYC 10 Intro. to Research Methods in Psychology (3)	

**LIST C: Select three units from the following or from LIST A or B not already selected:**

3-4

ANTH 8 Primate Behavioral Ecology (3)	
ANTH/ETNC 20 Native Peoples of North America (3)	
ANTH/ETNC 21 Ancient Civilizations of Mesoamerica (3)	
ANTH/ETNC/GWOS 30 Gender in Global Perspective (3)	
SOCI 1 Introduction to Sociology (3)	

**TOTAL MAJOR UNITS** **19-23**

**Associate Degree Requirements (as described above)** **19-23**

Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).

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

## COURSE DESCRIPTIONS

### ANTH 2 INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY

**3 units • LG-P/NP • Three hours lecture**

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The scientific method serves as foundation of the course. May also be offered online. [C-ID ANTH 110]

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area B2, D; IGETC, Area 4, 5B; MPC, Area B (with ANTH 2L), D**

### ANTH 2L BIOLOGICAL ANTHROPOLOGY LABORATORY

**1 unit • LG-P/NP • Three hours lab**

This laboratory course is offered as a supplement to Introduction to Biological Anthropology either taken concurrently or in a subsequent term. Laboratory exercises are designed to introduce students to the scientific method and explore genetics, human variation, human and non-human primate anatomy and behavior, the primate/hominine fossil record, and other resources to investigate processes that affect human evolution. [C-ID ANTH 115L]

**Prerequisites or corequisites: ANTH 2**

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area B3; IGETC, Area 5C; MPC, Area B**

**ANTH 4 INTRODUCTION TO CULTURAL ANTHROPOLOGY**

**3 units • LG-P/NP • Three hours lecture**

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe. May also be offered online. [C-ID ANTH 120]

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

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

**ANTH 6 INTRODUCTION TO ARCHAEOLOGY AND PREHISTORY**

**3 units • LG-P/NP • Three hours lecture**

This course is an introduction to the study of concepts, theories, data and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences. [C-ID ANTH 150]

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

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

**ANTH 8 PRIMATE BEHAVIORAL ECOLOGY**

**3 units • LG-P/NP • Three hours lecture**

This course provides a concise introduction to nonhuman primate biology, comparative behavior, ecology, and conservation. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

**ANTH 20 NATIVE PEOPLES OF NORTH AMERICA**

**3 units - LG-P/NP - Three hours lecture**

This course is an anthropological survey of 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 1A**

**Credit transferable: CSU, UC**

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

**ANTH 21 ANCIENT CIVILIZATIONS OF MESOAMERICA**

**3 units • LG-P/NP • Three hours lecture**

This course traces the development, form and history of pre-Columbian Mesoamerican 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 1A**

**Credit transferable: CSU, UC**

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

**ANTH 30 GENDER IN GLOBAL PERSPECTIVE**

**3 units • LG-P/NP • Three hours lecture**

This course explores gender categories, experience, and history from a transnational feminist perspective, examining diverse global locations, geo-politics, and cultural contexts. Also offered as Ethnic Studies 30 and Gender and Women's Studies 30; credit may be earned only once. May also be offered online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**


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

**MPC, Area D, F**

# Art

## DEGREES

**Art History** – Associate in Arts


**Art History** – Associate in Arts for Transfer  Associate Degree for Transfer™

**Art Photography** – Associate in Arts

**Graphic Arts** – Associate in Arts (Career Technical)

**Graphic Arts** – Associate in Arts (Transfer Preparation)

**Studio Arts** – Associate in Arts

**Studio Arts** – Associate in Arts for Transfer  Associate Degree for Transfer™

## CERTIFICATES OF ACHIEVEMENT

**Art History**

**Art Photography**

**Graphic Arts** (Career Technical)

**Studio Arts**

# Art History

## CERTIFICATE OF ACHIEVEMENT & ASSOCIATE IN ARTS DEGREE

The Art History program promotes an understanding of art across cultures and geographic boundaries. Students are taught to apply fundamental art and art historical terminology to analyze works, and to develop an appreciation of process, in order to articulate the historical, social, and aesthetic functions of art.

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

- Recognize and describe the formal qualities of a work of art.
- Interpret the formal qualities of works of art in relation to specific social and historical circumstances.
- Analyze and communicate the influences affecting artists working within diverse cultural contexts.

### Certificate of Achievement

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>6</b>
ARTH 3 Western Art I (3)	
ARTH 4 Western Art II (3)	

**Select a minimum of nine units from Groups A and B with at least three units from Group B:** **9**

#### Group A:

ARTH 1 Art Appreciation (3)	
ARTH 14 Renaissance Art and Architecture (3)	

#### Group B:

ARTH 8 Survey of Asian Art (3)	
HUMA 4 Images of Women in the Arts (3)	

**Select six units from the following:** **6**

ARTB 2 Visual Fundamentals: Two-Dimensional Design (3)	
ARTB 3 Visual Fundamentals: Three-Dimensional Design (3)	
ARTB 4 Color Fundamentals (3)	
ARTS 10A Drawing and Composition I (3)	

**TOTAL CERTIFICATE UNITS** **21**

### Associate in Arts Degree

**Associate Degree Major Requirements** **Units**

**Certificate Requirements (as described above)** **21**

*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

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

# Art History

## ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate of Arts in Art History for Transfer degree (AA-T in Art History) program promotes an understanding of art across cultures and geographic boundaries. Students are taught to apply fundamental art and art historical terminology to analyze works, and to develop an appreciation of process, in order to articulate the historical, social, and aesthetic functions of art. The program is suited to the needs of students who will complete their education at Monterey Peninsula College with an A.A. degree, as well as those students who will complete their Monterey Peninsula College A.A. degree and transfer to a four-year institution to complete their bachelor's degree. Successful completion of the Associate in Arts in Art History for Transfer degree program guarantees the student acceptance to a California State University (but does not guarantee acceptance to a particular campus or major) to pursue a baccalaureate degree in Art History or similar area of study. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Recognize and describe the formal qualities of a work of art.
- Interpret the formal qualities of works of art in relation to specific social and historical circumstances.
- Analyze and communicate the influences affecting artists working within diverse cultural contexts.

**Associate in Arts for Transfer Degree**

Associate Degree Major Requirements		Units
<b>REQUIRED CORE:</b>		<b>9</b>
ARTH 3	Western Art I (3)	
ARTH 4	Western Art II (3)	
ARTS 10A	Drawing and Composition I (3)	
<b>LIST A: Select one course from the following:</b>		<b>3</b>
ARTH 8	Survey of Asian Art (3)	
HUMA 4	Images of Women in the Arts (3)	
<b>LIST B: Select one course from the following:</b>		<b>3</b>
ARCE 1A	Ceramic Handbuilding I (3)	
or ARCE 2A	Ceramic Wheel Throwing I (3)	
ARTB 2	Visual Fundamentals: Two-Dimensional Design (3)	
ARTB 3	Visual Fundamentals: Three-Dimensional Design (3)	
ARTD 1A	Sculpture I (3)	
ARTP 10	Introduction to Photography (3)	
ARTS 9A	Creative Digital Media I (3)	
ARTS 12A	Figure Drawing I (3)	
<b>LIST C: Select one course from the following or any course from LIST A or B not already selected:</b>		<b>3</b>
ARTH 14	Renaissance Art and Architecture (3)	
HIST 4	Western Civilization I (3)	
or HIST 5	Western Civilization II (3)	
HUMA 30	Humanities in Multicultural America (3)	
or PHIL 2	Introduction to Philosophy (3)	
MUSI 1	Music Appreciation (3)	
or THEA 1	Introduction to Theatre (3)	

**TOTAL MAJOR UNITS 18**

**Associate Degree Requirements (as described above) 18**

Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).

**TOTAL DEGREE UNITS 60**

# Art Photography

## CERTIFICATE OF ACHIEVEMENT & ASSOCIATE IN ARTS DEGREE

The Photography program prepares students for a career in photography and/or provides continuing education and personal enrichment opportunities. The program is committed to a broad definition of photography as a lens-based medium open to a variety of expressive means.

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

- Define subject and compose image using frame and vantage point.
- Control and manipulate light, depth of field, and motion.
- Create prints from film or digital source and control print contrast, tonal range, and color.
- Articulate the meaning of photographs and learn how meaning is visually communicated.

- Create a cohesive body of exhibition-quality work that collectively explores an idea or concept and be able to explain the significance of subject, form, presentation, and meaning.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.

### Certificate of Achievement

Certificate Requirements		Units
<b>REQUIRED CORE:</b>		<b>12</b>
ARPT 12A	Digital Photography I (3)	
ARTP 11A	Photography I: Black and White (3)	
ARTP 11B	Photography II (3)	
or ARTP 55	Alternative Processes (3)	
ARTP 15	Portraiture Photography (3)	
<b>Select six units from the following not selected from the above required core:</b>		<b>6</b>
ARPT 12B	Digital Photography II (3)	
ARTP 11B	Photography II (3)	
ARTP 11C	Photography III (3)	
ARTP 14	History of Photography (3)	
ARTP 55	Alternative Processes (3)	
<b>TOTAL CERTIFICATE UNITS 18</b>		

### Associate in Arts Degree

Associate Degree Major Requirements		Units
<b>REQUIRED CORE:</b>		<b>12</b>
*ARPT 12A	Digital Photography I (3)	
ARTP 11A	Photography I: Black and White (3)	
*ARTP 15	Portraiture Photography (3)	
*ARTP 55	Alternative Processes (3)	
<b>Select six units from the following not selected from the above required core:</b>		<b>6</b>
*ARPT 12B	Digital Photography II (3)	
ARTP 10	Introduction to Photography (3)	
*ARTP 11B	Photography II (3)	
*ARTP 11C	Photography III (3)	
ARTP 14	History of Photography (3)	
*ARTP 55	Alternative Processes (3)	

**TOTAL MAJOR UNITS 18**

**Associate Degree Requirements (as described above) 18**

*\*Does not transfer to UC.*

Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).

**TOTAL DEGREE UNITS 60**

# Graphic Arts

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN ARTS DEGREE (Career Technical) & ASSOCIATE IN ARTS DEGREE (Transfer Preparation)

The Graphic Arts program builds 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 program, students will be able to:

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

### Certificate of Achievement (Career Technical)

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>37</b>
ARTB 2 Visual Fundamentals: Two-Dimensional Design (3)	
ARTB 4 Color Fundamentals (3)	
ARTG 10 Introduction to Computers for Graphic Arts (4)	
ARTG 11 Introduction to Photoshop (4)	
ARTG 12 Page Layout and Typography (4)	
ARTG 13 Graphic Design for the Web (4)	
ARTG 15 Graphic Design: Images and Type (4)	
ARTG 16 Graphic Arts Production and Pre-Press (4)	
ARTG 17 Graphic Arts Portfolio (1)	
ARTP 11A Photography I: Black and White (3)	
ARTS 10A Drawing and Composition I (3)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>37</b>

### Associate in Arts Degree (Career Technical)

Associate Degree Major Requirements	Units
Certificate Core Requirements (as described above)	37
<i>Select at least seven and one-half units from the following:</i>	7.5
ARPT 12A Digital Photography I (3)	
ARTB 3 Visual Fundamentals: Three-Dimensional Design (3)	
ARTS 11A Sketch I (1.5)	
ARTS 40A Painting I (3)	
ARTS 62A Relief Printmaking I (3)	
BUSI 50 Introduction to Marketing (3)	
ETNC 10 Introduction to Social Justice (3)	
GWOS 4 Gender, Sexuality, and Popular Culture (3)	
SPCH 4 Intercultural Communication (3)	
<b>TOTAL MAJOR UNITS</b>	<b>44.5</b>

**Associate Degree Requirements (as described above) 44.5**

*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

**TOTAL DEGREE UNITS 60**

### Associate in Arts Degree (Transfer Preparation Degree)

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	
<i>Select at least eighteen units from the following:</i>	18
ARTB 2 Visual Fundamentals: Two-Dimensional Design (3)	
ARTB 4 Color Fundamentals (3)	
*ARTG 10 Introduction to Computers for Graphic Arts (4)	
ARTG 11 Introduction to Photoshop (4)	
*ARTG 12 Page Layout and Typography (4)	
*ARTG 13 Graphic Design for the Web (4)	
*ARTG 15 Graphic Design: Images and Type (4)	
*ARTG 16 Graphic Arts Production and Pre-Press (4)	
*ARTG 17 Graphic Arts Portfolio (1)	
ARTP 11A Photography I: Black and White (3)	
ARTS 10A Drawing and Composition I (3)	
<b>TOTAL MAJOR UNITS</b>	<b>18</b>

**Associate Degree Requirements (as described above) 18**

*\*Does not transfer to UC.*

*Contact an MPC counselor for major preparation at specific institutions.*

*Complete Competency Requirements, and CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).*

**TOTAL DEGREE UNITS 60**

# Studio Arts

## CERTIFICATE OF ACHIEVEMENT & ASSOCIATE IN ARTS DEGREE

The Art - Studio program promotes technical and conceptual expertise in studio art. Students can major in eight different specific areas or in general studio. An understanding of art theory and practice across cultures is promoted. Students are taught to use studio techniques that apply to the pursuit of individual expression through visual art and aesthetics. Students develop an appreciation of image, process, and content in visual art.

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

- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine, visual, and performing arts, and to communicate the results.
- Effectively communicate and express themselves and make themselves understood through a range of visual, auditory, tactile, and symbolic means.
- Synthesize knowledge gained in Studio Arts courses with knowledge gained in General Education courses, resulting in a deeper understanding of the arts in broad context.

### Certificate of Achievement

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>9</b>
ARTB 2 Visual Fundamentals: Two-Dimensional Design (3)	
ARTB 3 Visual Fundamentals: Three-Dimensional Design (3)	
ARTS 10A Drawing and Composition I (3)	
<b>Select one course from the following:</b>	<b>3</b>
ARTH 3 Western Art I (3)	
ARTH 4 Western Art II (3)	
ARTH 14 Renaissance Art and Architecture (3)	
<b>Select one course from the following:</b>	<b>3</b>
ARTH 8 Survey of Asian Art (3)	
HUMA 4 Images of Women in the Arts (3)	
<b>Select eighteen units from one of the following sections: (ARTB 4 Color Fundamentals is highly recommended for a Studio major.)</b>	<b>18</b>

#### I. General Studio

ARCE 1A Ceramic Handbuilding I (3)
ARCE 2A Ceramic Wheel Throwing I (3)
ARCE 3A Ceramic Sculpture I (3)
ARCE 4A Kiln-Formed Glass I (3)
ARPT 12A Digital Photography I (3)
ARTB 4 Color Fundamentals (3)
ARTD 1A Sculpture I (3)
ARTD 2A Figure Sculpture I (3)
ARTD 40A Jewelry and Metal Arts I (3)
ARTD 41A Small Metal Casting: Jewelry I (3)
ARTD 42A Jewelry: Metalsmithing I (3)
ARTP 10 Introduction to Photography (3)
ARTP 11A Photography I: Black and White (3)
ARTS 9A Creative Digital Media I (3)
ARTS 11A Sketch I (1.5)

ARTS 12A Figure Drawing I (3)
ARTS 13A Expressive Drawing I (1.5-3)
ARTS 16 Landscape Drawing and Painting (1.5)
ARTS 30A Mixed Media I (1.5-3)
ARTS 33 Mixed Media Portfolio (1)
ARTS 40A Painting I (3)
ARTS 41A Watercolor I (3)
ARTS 46 Painting and Drawing Portfolio (1)
ARTS 60 Introduction to Printmaking (3)
ARTS 61A Monotype I (1.5-3)
ARTS 62A Relief Printmaking I (3)
ARTS 63A Intaglio Printmaking I (3)
ARTS 64A Photo-Based Printmaking I (3)
ARTS 66A Book Arts I (3)
ARTS 68 Printmaking Portfolio (1)
ARTS 8 Professional Practices: Photographing Your Artwork (.5)

#### II. Drawing

ARTB 4 Color Fundamentals (3)
ARTS 9A Creative Digital Media I (3)
ARTS 9B Creative Digital Media II (2)
ARTS 10B Intermediate Drawing (3)
ARTS 11A Sketch I (1.5)
ARTS 11B Sketch II (1.5)
ARTS 12A Figure Drawing I (3)
ARTS 12B Figure Drawing II (3)
ARTS 12C Figure Drawing III (3)
ARTS 12D Figure Drawing IV (3)
ARTS 13A Expressive Drawing I (1.5-3)
ARTS 13B Expressive Drawing II (1.5-3)
ARTS 14.1 Ink Drawing (.5)
ARTS 14.2 Contour and Gesture Drawing (.5)
ARTS 16 Landscape Drawing and Painting (1.5)
ARTS 21.1 Perspective Drawing (.5)
ARTS 21.2 Narrative Drawing (.5)
ARTS 21.3 Value Study (.5)
ARTS 21.4 Nature Study (.5)
ARTS 31 Mixed Media: Collage (.5-1)
ARTS 32 Mixed Media: Image Transfer Techniques (.5)
ARTS 46 Painting and Drawing Portfolio (1)
ARTS 60 Introduction to Printmaking (3)
ARTS 61A Monotype I (1.5-3)
ARTS 62A Relief Printmaking I (3)
ARTS 63A Intaglio Printmaking I (3)
ARTS 66A Book Arts I (3)
ARTS 8 Prof'l Practices: Photographing Your Artwork (.5)

#### III. Painting

ARTB 4 Color Fundamentals (3)
ARTS 13A Expressive Drawing I (1.5-3)
ARTS 16 Landscape Drawing and Painting (1.5)
ARTS 30A Mixed Media I (1.5-3)
ARTS 30B Mixed Media II (3)
ARTS 31 Mixed Media: Collage (.5-1)
ARTS 32 Mixed Media: Image Transfer Techniques (.5)
ARTS 33 Mixed Media Portfolio (1)



- ARTS 40A Painting I (3)
- ARTS 40B Painting II (3)
- ARTS 40C Painting III (3)
- ARTS 41A Watercolor I (3)
- ARTS 41B Watercolor II (3)
- ARTS 41C Watercolor III (3)
- ARTS 42 Watercolor Still Life Painting (.5-1.5)
- ARTS 46 Painting and Drawing Portfolio (1)
- ARTS 51 Abstraction (.5-1.5)
- ARTS 54 Narrative Painting (.5)
- ARTS 61A Monotype I (1.5-3)
- ARTS 8 Professional Practices: Photographing Your Artwork (.5)

#### **IV. Ceramics**

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- ARCE 1A Ceramic Handbuilding I (3)
- ARCE 1B Ceramic Handbuilding II (3)
- ARCE 1C Ceramic Handbuilding III (3)
- ARCE 1D Ceramic Handbuilding IV (3)
- ARCE 2A Ceramic Wheel Throwing I (3)
- ARCE 2B Ceramic Wheel Throwing II (3)
- ARCE 2C Ceramic Wheel Throwing III (3)
- ARCE 2D Ceramic Wheel Throwing IV (3)
- ARCE 3A Ceramic Sculpture I (3)
- ARCE 3B Ceramic Sculpture II (3)
- ARCE 3C Ceramic Sculpture III (3)
- ARCE 3D Ceramic Sculpture IV (3)
- ARCE 4A Kiln-Formed Glass I (3)
- ARCE 4B Kiln-Formed Glass II (3)
- ARCE 4C Kiln-Formed Glass III (3)
- ARCE 4D Kiln-Formed Glass IV (3)
- ARCE 5 Introduction to Glaze Experimentation (1.5-3)
- ARCE 7 Ceramic Surface Design and Technique (1.5-3)
- ARCE 8 Alternative Throwing Techniques (1.5-3)
- ARCE 9 Alternative Firing Techniques (1.5-3)
- ARTS 8 Professional Practices: Photographing Your Artwork (.5)

#### **V. Jewelry and Metal Arts**

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- ARTD 40A Jewelry and Metal Arts I (3)
- ARTD 40B Jewelry and Metal Arts II (3)
- ARTD 40C Jewelry and Metal Arts III (3)
- ARTD 40D Jewelry and Metal Arts IV (3)
- ARTD 41A Small Metal Casting: Jewelry I (3)
- ARTD 41B Small Metal Casting: Jewelry II (3)
- ARTD 41C Small Metal Casting: Jewelry III (3)
- ARTD 41D Small Metal Casting: Jewelry IV (3)
- ARTD 42A Jewelry: Metalsmithing I (3)
- ARTD 42B Jewelry: Metalsmithing II (3)
- ARTD 42C Jewelry Metalsmithing III (3)
- ARTD 43A Jewelry: Stone Setting I (3)
- ARTD 43B Jewelry: Stone Setting II (3)
- ARTD 43C Jewelry: Stone Setting III (3)
- ARTD 44A Metal Arts: Enameling I (3)
- ARTD 44B Metal Arts: Enameling II (3)
- ARTD 45 Jewelry: Granulation and Fusing (3)
- ARTD 47A Jewelry: Stone Lapidary Basics I (1.5)
- ARTD 47B Jewelry: Stone Lapidary Basics II (1.5)

- ARTD 48 The Art of Tinsmithing (3)
- ARTD 53 Jewelry Mechanisms (3)
- ARTD 55 Jewelry: Chain and Ring Making (3)
- ARTD 57 Jewelry: Soldering (3)
- ARTS 8 Professional Practices: Photographing Your Artwork (.5)

#### **VI. Sculpture**

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- ARCE 3A Ceramic Sculpture I (3)
- ARCE 3B Ceramic Sculpture II (3)
- ARCE 3C Ceramic Sculpture III (3)
- ARCE 3D Ceramic Sculpture IV (3)
- ARTD 1A Sculpture I (3)
- ARTD 1B Sculpture II (3)
- ARTD 1C Sculpture III (3)
- ARTD 1D Sculpture IV (3)
- ARTD 2A Figure Sculpture I (3)
- ARTD 2B Figure Sculpture II (3)
- ARTD 2C Figure Sculpture III (3)
- ARTD 2D Figure Sculpture IV (3)
- ARTD 3A Mold Making I (3)
- ARTD 3B Mold Making II (3)
- ARTD 3C Mold Making III (3)
- ARTD 4A Wood Sculpture I (3)
- ARTD 4B Wood Sculpture II (3)
- ARTD 4C Wood Sculpture III (3)
- ARTD 5A Metal Sculpture I (3)
- ARTD 5B Metal Sculpture II (3)
- ARTD 5C Metal Sculpture III (3)
- ARTD 6A Stone Sculpture I (3)
- ARTD 6B Stone Sculpture II (3)
- ARTD 6C Stone Sculpture III (3)
- ARTD 7A 3D Arts and Technology I (3)
- ARTD 7B 3D Arts and Technology II (3)
- ARTS 8 Professional Practices: Photographing Your Artwork (.5)

#### **VII. Printmaking**

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- ARTB 4 Color Fundamentals (3)
- ARTS 9A Creative Digital Media I (3)
- ARTS 9B Creative Digital Media II (2)
- ARTS 10B Intermediate Drawing (3)
- ARTS 60 Introduction to Printmaking (3)
- ARTS 61A Monotype I (1.5-3)
- ARTS 61B Monotype II (3)
- ARTS 61C Monotype III (3)
- ARTS 62A Relief Printmaking I (3)
- ARTS 62B Relief Printmaking II (3)
- ARTS 63A Intaglio Printmaking I (3)
- ARTS 63B Intaglio Printmaking II (3)
- ARTS 63C Intaglio Printmaking III (3)
- ARTS 64A Photo-Based Printmaking I (3)
- ARTS 64B Photo-Based Printmaking II (3)
- ARTS 65.1 Lithographic Techniques: Gum Arabic Prints (.5-1.5)
- ARTS 65.2 Lithographic Techniques: Polyester Plates (.5-1.5)
- ARTS 66A Book Arts I (3)
- ARTS 66B Book Arts II (3)
- ARTS 68 Printmaking Portfolio (1)

ARTS 69	Experimental Monotype Printmaking (1.5-3)
ARTS 70	Experimental Relief Printmaking (3)
ARTS 71	Experimental Intaglio Printmaking (3)
ARTS 74	Layered Prints (.5-3)
ARTS 80	Linoleum and Woodblock Printing (.5-1.5)
ARTS 81	Artists' Book Structures (.5-1.5)
ARTS 83	Collography (.5-1.5)
ARTS 84	Chine Collé (.5-1.5)
ARTS 85	Monoprints (.5-1.5)
ARTS 8	Professional Practices: Photographing Your Artwork (.5)

**VIII. Photography**

ARPT 12A	Digital Photography I (3)
ARPT 12B	Digital Photography II (3)
ARTP 10	Introduction to Photography (3)
ARTP 11A	Photography I: Black and White (3)
ARTP 11B	Photography II (3)
ARTP 11C	Photography III (3)
ARTP 14	History of Photography (3)
ARTP 15	Portraiture Photography (3)
ARTP 27	Narrative Photography (3)
ARTP 55	Alternative Processes (3)

**IX. Film/Video**

ARTV 1	Introduction to Film/Video (3)
BRCT 5A	Film/Video Field Production (3)
BRCT 5B	Film/Video Studio Production (3)
BRCT 5C	Film/Video Narrative Production (3)
BRCT 9	Advanced Film and Video Workshop (3)
THEA 5	Film Appreciation (3)
THEA 8A	Beginning Screenwriting (3)
THEA 8B	Intermediate Screenwriting (3)
THEA 8C	Advanced Screenwriting (2)

**TOTAL CERTIFICATE UNITS 33**

**Associate in Arts Degree**

<b>Associate Degree Major Requirements</b>	<b>Units</b>
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<b>Certificate Requirements (as described above)</b>	<b>33</b>
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*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

**TOTAL DEGREE UNITS 60**

# Studio Arts

## ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in Studio Arts for Transfer degree (AA-T in Studio Arts) program is suited to the needs of students who will complete the degree and transfer to a CSU. The program prepares students to transfer into the CSU system to pursue a baccalaureate degree in Studio Arts or related major. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Create, understand, analyze, and critically evaluate artwork in a wide variety of media.
- Demonstrate critical thinking and competency in visual language.
- Ask questions related to studio art and artists, draw reasonable conclusions, and/or generate appropriate solutions; and effectively communicate their results.
- Analyze and interpret human thought, achievement, and expression relevant to studio arts, and communicate the results.

### Associate in Arts for Transfer Degree

<b>Associate Degree Major Requirements</b>	<b>Units</b>
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**REQUIRED CORE: 12**

ARTB 2	Visual Fundamentals: Two-Dimensional Design (3)
ARTB 3	Visual Fundamentals: Three-Dimensional Design (3)
ARTH 4	Western Art II (3)
ARTS 10A	Drawing and Composition I (3)

**LIST A: Select one course from the following: 3**

ARTH 3	Western Art I (3)
ARTH 8	Survey of Asian Art (3)

**LIST B: Select three courses from the following: 9**

**Applied Design**

ARTD 40	Introduction to Jewelry and Metalsmithing (3)
or ARTD 40A	Jewelry and Metal Arts I (3)

**Ceramics**

ARCE 1	Introduction to Ceramics (3)
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**Color**

ARTB 4	Color Fundamentals (3)
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**Digital Art**

ARTS 9A	Creative Digital Media I (3)
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**Drawing**

ARTS 12A	Figure Drawing I (3)
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**Painting**

ARTS 40A	Painting I (3)
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**Photography**

ARTP 11A	Photography I: Black and White (3)
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**Printmaking**

ARTS 60	Introduction to Printmaking (3)
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**Sculpture**

ARTD 1A	Sculpture I (3)
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**TOTAL MAJOR UNITS 24**

**Associate Degree Requirements (as described above) 24**

*Complete Major and CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).*

**TOTAL DEGREE UNITS 60**

## COURSE DESCRIPTIONS

### Art - Basics

#### ARTB 2 VISUAL FUNDAMENTALS: TWO-DIMENSIONAL DESIGN

**3 units • LG-P/NP • Six hours studio**

Introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color, and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments. [C-ID ARTS 100]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

#### ARTB 3 VISUAL FUNDAMENTALS: THREE-DIMENSIONAL DESIGN

**3 units • LG-P/NP • Six hours studio**

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects. [C-ID ARTS 101]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

#### ARTB 4 COLOR FUNDAMENTALS

**3 units • LG-P/NP • Six hours studio**

A study of the principles, theories, and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems, production of projects in applied color, and the elements of design as they apply to color. [C-ID ARTS 270]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### Art - Broadcast Technology

*(Formerly known as ARTV Courses.)*

#### BRCT 5A FILM/VIDEO FIELD PRODUCTION

**3 units • LG-P/NP • Two hours lecture; three hours lab**

This is a hands-on class in the basics of single- and multi-camera video and television field production, from pre-production to post-production. It includes both the artistic side of production (concept development, writing, directing, filming, recording, and editing) and the business side of production (target audience analysis, pre-production planning, paperwork, and distribution).

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

#### BRCT 5B FILM/VIDEO STUDIO PRODUCTION

**3 units • LG-P/NP • Two hours lecture; three hours lab**

This course places an emphasis on studio techniques of production: direction, interior cinematography, special effects, and other related topics.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

#### BRCT 5C FILM/VIDEO NARRATIVE PRODUCTION

**3 units • LG-P/NP • Two hours lecture; three hours lab**

This course involves equipment, processes, and people needed for the production of a dramatic film. The emphasis is on dramatic interpretation of a script through directing, acting, filming, sound, music and editing. Students are involved in all aspects of independent film production.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

#### BRCT 9 ADVANCED FILM AND VIDEO WORKSHOP

**3 units • LG-P/NP • Two hours lecture; three hours lab**

This is a production workshop course intended for students to propose, select, and complete cinema and video projects for broadcast and other purposes. Typical projects require students to participate in camera operation, lighting, and audio for cinema and video, as well as in cinema and video production and direction.

**Prerequisites: BRCT 5B (or ARTV 5B or ART 52B)**

**Credit transferable: CSU**

### Art - Ceramic Technology

*(Formerly known as ARTC Courses.)*

#### ARCE 1 INTRODUCTION TO CERAMICS

**3 units • LG-P/NP • Six hours studio**

This course offers an introduction to ceramics materials, concepts, and processes, including basic design principles, creative development, hand-building, throwing, glaze techniques, firing, and ceramic terminology. The course covers aesthetics and creative development of clay objects, examining historical, contemporary, and personal modes of expression across cultures. [C-ID ARTS 230]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

#### ARCE 1A CERAMIC HANDBUILDING I

**3 units • LG-P/NP • Six hours studio**

This course offers an introduction to ceramics materials, concepts, and processes. It includes basic design principles, creative development and problem-solving, hand-building, glazing and finishing techniques, firing, throwing, and ceramic terminology. Development of clay objects, examining historical, contemporary, and personal modes of expression across cultures, is studied.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

**ARCE 1B CERAMIC HANDBUILDING II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of handbuilding techniques, experimentation with clay bodies, glazing, and finishing processes.

**Prerequisites:** ARCE 1A (or ARTC 1A or ART 70A)**Credit transferable:** CSU, UC**ARCE 1C CERAMIC HANDBUILDING III****3 units • LG-P/NP • Six hours studio**

This course examines the creative potential of handbuilding processes. Emphasis is on experimentation and personal conceptual development to allow students to use their own backgrounds and experiences to create artwork that is uniquely theirs. It includes continued research in glazing and firing, surface design, and knowledge of historical and contemporary ceramics.

**Prerequisites:** ARCE 1B (or ARTC 1B or ART 70B)**Credit transferable:** CSU, UC**ARCE 1D CERAMIC HANDBUILDING IV****3 units • LG-P/NP • Six hours studio**

This course offers further experimentation in handbuilding techniques, with emphasis on personal expression.

**Prerequisites:** ARCE 1C (or ARTC 1C)**Credit transferable:** CSU, UC**ARCE 2A CERAMIC WHEEL THROWING I****3 units • LG-P/NP • Six hours studio**

Students are provided an introduction to designing clay forms on the potter's wheel.

**Advisories:** ARCE 1A (or ARTC 1A or ART 70A); eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area C**ARCE 2B CERAMIC WHEEL THROWING II****3 units • LG-P/NP • Six hours studio**

Instruction focuses on deepening basic throwing skills and introducing new techniques in both utilitarian and sculptural applications.

**Prerequisites:** ARCE 2A (or ARTC 2A or ART 71A)**Credit transferable:** CSU, UC**ARCE 2C CERAMIC WHEEL THROWING III****3 units • LG-P/NP • Six hours studio**

This course offers further exploration of wheel throwing processes for development of sound technical skills. Continued research in glazing, firing, and surface design, and knowledge of historical and contemporary ceramics.

**Prerequisites:** ARCE 2B (or ARTC 2B or ART 71B)**Credit transferable:** CSU, UC**ARCE 2D CERAMIC WHEEL THROWING IV****3 units • LG-P/NP • Six hours studio**

This course covers further experimentation with wheel throwing techniques, with emphasis on personal expression.

**Prerequisites:** ARCE 2C (or ARTC 2C)**Credit transferable:** CSU, UC**ARCE 3A CERAMIC SCULPTURE I****3 units • LG-P/NP • 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.

**Advisories:** ARCE 1A (or ARTC 1A or ART 70A)**Credit transferable:** CSU, UC**ARCE 3B CERAMIC SCULPTURE II****3 units • LG-P/NP • Six hours studio**

This course continues the investigation of sculptural concepts in clay through studio application. After learning the basic sculptural construction techniques in Ceramic Sculpture I, students may explore the human and/or animal figure in clay.

**Prerequisites:** ARCE 3A (or ARTC 3A or ART 74A)**Credit transferable:** CSU, UC**ARCE 3C CERAMIC SCULPTURE III****3 units • LG-P/NP • Six hours studio**

This course allows further investigation of sculptural concepts in clay. Topics may expand to include site-specific works, installation and process-based works, mixed media, and other non-traditional art forms. At this level, students are encouraged to pursue their own personal direction in terms of skills and conceptual development.

**Prerequisites:** ARCE 3B (or ARTC 3B or ART 74B)**Credit transferable:** CSU, UC**ARCE 3D CERAMIC SCULPTURE IV****3 units • LG-P/NP • Six hours studio**

This course examines the expressive use of clay in creating ceramic sculpture. The emphasis is on refining and integrating the aesthetics of materials and ideas to produce a cohesive body of work for portfolio development and subsequent transfer, exhibition, scholarship and residency applications, and/or marketing purposes.

**Prerequisites:** ARCE 3C (or ARTC 3C)**Credit transferable:** CSU, UC**ARCE 4A KILN-FORMED GLASS I****3 units • LG-P/NP • Six hours studio**

This course is an introduction to the fundamentals of fusing and slumping glass. Basic kiln-formed glass methods of cutting sheet glass are used to design and compose two- and threedimensional forms. Emphasis is on experimentation and the creative potential of the medium.

**Credit transferable:** CSU

**ARCE 4B KILN-FORMED GLASS II**

**3 units • LG-P/NP • Six hours studio**

This course continues the study of glass and the examination of its properties, qualities, and characteristics for two- and three-dimensional expression. Emphasis is placed on the creative potential of the medium and its architectural and fine arts applications. Ceramic moldmaking is a part of the curriculum, and the kiln is used for glassworking techniques as well as for firing ceramic molds.

**Prerequisites:** ARCE 4A (or ARTC 4A or ART 81A)

**Credit transferable:** CSU

**ARCE 4C KILN-FORMED GLASS III**

**3 units • LG-P/NP • Six hours studio**

This course examines the creative potential of fusing and slumping glass. Emphasis is on experimentation and personal conceptual development to allow students to use their own backgrounds and experiences to create artwork that is uniquely theirs.

**Prerequisites:** ARCE 4B (or ARTC 4B or ART 81B)

**Credit transferable:** CSU

**ARCE 4D KILN-FORMED GLASS IV**

**3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTC 4C. It examines the creative potential of fusing and slumping glass with emphasis on refining a body of work for portfolio development and subsequent transfer, exhibition, scholarship application, and/or marketing.

**Prerequisites:** ARCE 4C (or ARTC 4C)

**Credit transferable:** CSU

**ARCE 5 INTRODUCTION TO GLAZE EXPERIMENTATION**

**1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half-units of credit**

This course offers a basic introduction to various methods of working with high-temperature glazes. Students explore techniques for applying studio glazes to achieve desired results.

**Advisories:** ARCE 1A (or ARTC 1A or ART 70A); and/or ARCE 2A (or ARTC 2A or ART 71A)

**Credit transferable:** CSU, UC

**ARCE 6 GLAZE CALCULATION**

**1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit**

This course is an exploration of glaze formulation, including a triaxial method of calculation, glaze adjustment, base substitution testing, color addition to glazes, and effects of kiln stacking and firing on glazes. Emphasis is on calculating glaze formulas mathematically.

**Advisories:** ARCE 1A (or ARTC 1A or ART 70A); and/or ARCE 2A (or ARTC 2A or ART 71A)

**Credit transferable:** CSU

**ARCE 7 CERAMIC SURFACE DESIGN AND TECHNIQUE**

**1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit**

This course is an exploration of innovative techniques for surface design on clay, which may include clay inlay, stenciling, printing, embossing, spraying, sgraffito, or other methods.

**Advisories:** ARCE 1A (or ARTC 1A or ART 70A); and/or ARCE 2A (or ARTC 2A or ART 71A)

**Credit transferable:** CSU

**ARCE 8 ALTERNATIVE THROWING TECHNIQUES**

**1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit**

This course offers an exploration of processes that involve throwing forms on the potter's wheel and altering them to create projects that move beyond the basic thrown forms.

**Advisories:** ARCE 2A (or ARTC 2A or ART 71A)

**Credit transferable:** CSU

**ARCE 9 ALTERNATIVE FIRING TECHNIQUES**

**1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit**

This course explores non-traditional firing methods, which may include raku, pit, soda, low-fire salt, or sagger firing.

**Advisories:** ARCE 1A (or ARTC 1A or ART 70A); and/or ARCE 2A (or ARTC 2A or ART 71A)

**Credit transferable:** CSU

**Art - Dimensional**

**ARTD 1A SCULPTURE I**

**3 units • LG-P/NP • Six hours studio**

Introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context. [C-ID ARTS 240]

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

**ARTD 1B SCULPTURE II**

**3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 1A, with concentration on more complex projects. It includes increased student participation and responsibility to generate direction for their work. Increased emphasis is placed on the use of permanent materials.

**Prerequisites:** ARTD 1A (or ART 63A)

**Credit transferable:** CSU, UC

**ARTD 1C SCULPTURE III****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 1B, with emphasis on independent authorship of ideas and awareness of creating a unified body of work. Students explore combining materials used in previous classes to create multiple-media projects.

**Prerequisites:** ARTD 1B (or ART 63B)**Credit transferable:** CSU, UC**ARTD 1D SCULPTURE IV****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 1C, with emphasis on refining work for portfolio review, scholarship application, and transfer and/or exhibition preparation. It includes an introduction to the spatial relationships of installation art.

**Prerequisites:** ARTD 1C**Credit transferable:** CSU, UC**ARTD 2A FIGURE SCULPTURE I****3 units • LG-P/NP • Six hours studio**

This course offers study of the human form in sculpture, working directly from live models. The primary material used is plasticine over armatures.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**ARTD 2B FIGURE SCULPTURE II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 2A, with an increase in project complexity. Emphasis is on personal expression through creative form manipulation and increased student participation in idea development. It includes expanded use of casting mediums, materials, and construction techniques.

**Prerequisites:** ARTD 2A (or ART 64)**Credit transferable:** CSU, UC**ARTD 2C FIGURE SCULPTURE III****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 2B, with emphasis on independent authorship of ideas, figurative innovation, and exploration in alternate figurative mediums. It covers advanced textural techniques and expressive portraiture.

**Prerequisites:** ARTD 2B**Credit transferable:** CSU, UC**ARTD 2D FIGURE SCULPTURE IV****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 2C. Emphasis is placed on individual aesthetic refinement. The course includes techniques in capturing expressive qualities and gesture. It also covers the dynamics of increasing scale and an introduction to the spatial relationships of figurative installation art.

**Prerequisites:** ARTD 2C**Credit transferable:** CSU, UC**ARTD 3A MOLD MAKING I****3 units • LG-P/NP • Six hours studio**

This course offers an introduction to basic mold-making techniques. It includes instruction in waste molds, piece molds, slip casting, and plastics. It also covers preparatory molds for lost-wax metal casting.

**Advisories:** ARTB 3 (or ART 23); or ARTC 3A (or ART 74A);

or ARTD 1A (or ART 63A); or ARTD 2A (or ART 64);

eligibility for ENGL 1A

**Credit transferable:** CSU, UC**ARTD 3B MOLD MAKING II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 3A. Projects increase in sophistication. Emphasis is on two-piece molds, larger scale mother-mold construction, complex spatial relationships, and visualizing parting lines. Mediums include silicone and polyurethane.

**Prerequisites:** ARTD 3A (or ART 65)**Credit transferable:** CSU, UC**ARTD 3C MOLD MAKING III****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 3B, with priority given to advanced multiple-piece molds. It covers block molds, casting resins, foams, polyester and polyurethane resin pouring, resin coloration techniques, wax finish work, and experimental mold-making techniques.

**Prerequisites:** ARTD 3B**Credit transferable:** CSU, UC**ARTD 4A WOOD SCULPTURE I****3 units • LG-P/NP • Six hours studio**

This course is an introduction to basic wood sculpture, including experience with wood fabrication and carving. Materials used range from those for found-wood construction to those for high-finish projects.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**ARTD 4B WOOD SCULPTURE II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 4A, with an increase in project sophistication. It covers expanded shop equipment operation and joinery techniques. Emphasis is on creative resourcefulness using organic forms. It also covers design and building of kinetic wood mechanisms.

**Prerequisites:** ARTD 4A (or ART 68)**Credit transferable:** CSU, UC**ARTD 4C WOOD SCULPTURE III****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 4B. Emphasis is on imaginative design, unique fabrication, and inventive integration of techniques learned in previous wood classes. It covers further exploration with powered wood mechanisms and kinetic sculpture. Site-specific, wood-based installation art is included.

**Prerequisites:** ARTD 4B**Credit transferable:** CSU, UC

**ARTD 5A METAL SCULPTURE I****3 units • LG-P/NP • Six hours studio**

This course is an introduction to basic metal sculpture, including experience with metal fabrication, welding, and metal casting.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****ARTD 5B METAL SCULPTURE II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 5A. It covers increase in fabrication complexity, with emphasis on student participation in idea development and imaginative problem solving. It also covers expanded use of MIG welding, joining techniques, and open-face, multiple-piece sand molds.

**Prerequisites: ARTD 5A (or ART 66)****Credit transferable: CSU****ARTD 5C METAL SCULPTURE III****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 5B. It involves an increase in the scale of projects. Emphasis is on imaginative design, unique fabrication, and inventive integration of techniques learned in previous steel classes. It includes TIG welding and multiple-piece sand molds with assembly and patinas.

**Prerequisites: ARTD 5B****Credit transferable: CSU****ARTD 6A STONE SCULPTURE I****3 units • LG-P/NP • Six hours studio**

This course is an introduction to basic stone carving, including experience with steatite, alabaster, and marble. Tools include rasps and stone chisels.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****ARTD 6B STONE SCULPTURE II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of Stone Sculpture I, with an increase in use of marble and carving complexity. Emphasis is placed on student participation in idea development and imaginative problem solving. Instruction includes pneumatic carving tools.

**Prerequisites: ARTD 6A (or ART 67)****Credit transferable: CSU, UC****ARTD 6C STONE SCULPTURE III****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 6B. Emphasis is on imaginative design, unique fabrication, and inventive integration of techniques learned in previous stone sculpture classes. It includes an increase in scale and combining stone with other mixed media materials.

**Prerequisites: ARTD 6B****Credit transferable: CSU, UC****ARTD 7A 3D ARTS AND TECHNOLOGY I****3 units • LG-P/NP • Six hours studio**

This course offers an introduction to technology used in three-dimensional artwork and design. It includes such topics as laser cutting, 3D scanning, post-scan options, and 3D printing input and output methods.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****ARTD 7B 3D ARTS AND TECHNOLOGY II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 7A. It covers an increase in project sophistication. Emphasis is on combination, multiple-piece constructions, increase in scale options, scale modeling techniques, and alternate post-output build methods.

**Prerequisites: ARTD 7A****Credit transferable: CSU, UC****ARTD 40 INTRODUCTION TO JEWELRY AND METALSMITHING****3 units • LG-P/NP • Six hours studio**

This course is an introduction to a wide range of methods, techniques, and materials used to create jewelry and small-scale metal artwork and objects. Includes examination of the history and contemporary practices of jewelry-making and small metal casting/fabrication with a global cultural perspective.

**Credit transferable: CSU****Materials fee: \$35****ARTD 40A JEWELRY AND METAL ARTS I****3 units • LG-P/NP • Six hours studio**

This beginning-level jewelry and metal arts course focuses on introductory-level skills and processes. Instruction includes an overview of historical and contemporary metalwork, demonstrations, and practice of foundational fabrication techniques and designs. Participants learn how to create original jewelry and small-scale metal art objects by following course assignments and incorporating level-appropriate ideas and designs with materials and hands-on practice.

**Advisories: ARTB 2 (or ART 22); eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area C****Materials fee: \$35****ARTD 40B JEWELRY AND METAL ARTS II****3 units • LG-P/NP • Six hours studio**

In this course participants continue developing a broader working knowledge of metal arts fabrication by building on the core competencies established in ARTD 40A. Course emphasis is on artistic personal expression, refinement of designs, development of skills and construction techniques using unfamiliar tools and materials, practicing safe working habits, and studio maintenance.

**Prerequisites: ARTD 40A (or ART 84A)****Advisories: ARTB 3 (or ART 23)****Credit transferable: CSU****Materials fee: \$35**

**ARTD 40C JEWELRY AND METAL ARTS III****3 units • LG-P/NP • Six hours studio**

This course builds on the established foundations of ARTD 40A and 40B. Class assignments incorporate more sophisticated concepts, design elements, and problem solving. Projects incorporate a full inventory of basic jewelry fabrication and challenging skills while emphasizing refinement and personal expression.

**Prerequisites:** ARTD 40B (or ART 84B)**Credit transferable:** CSU**Materials fee:** \$35**ARTD 40D JEWELRY AND METAL ARTS IV****3 units • LG-P/NP • Six hours studio**

This course offers continued development beyond ARTD 40C with focus on refinement of designs, skills, and techniques while incorporating multiple design elements into each piece such as marriage of metals, overlay appliqué, hollow forms, and/or stone settings. Emphasis is on creating more independent designs and building a cohesive body of work for portfolio review, transfer, scholarships, exhibitions, and/or marketing.

**Prerequisites:** ARTD 40C**Credit transferable:** CSU**Materials fee:** \$35**ARTD 41A SMALL METAL CASTING: JEWELRY I****3 units • LG-P/NP • Six hours studio**

This course introduces the ancient art of lost-wax casting for jewelry and small-scale metal art objects. Through historical and contemporary examples, demonstrations, and hands-on practice, students become familiar with the art of casting. Course emphasis is on personal design exploration, wax model construction, casting and finishing techniques, and studio maintenance and safe practices in the studio.

**Prerequisites:** ARTD 40A (or ART 84A)**Credit transferable:** CSU**Materials fee:** \$35**ARTD 41B SMALL METAL CASTING: JEWELRY II****3 units • LG-P/NP • Six hours studio**

This course builds on the foundations established in ARTD 41A through more complex model construction and casting techniques. Assignments focus on refinement of three-dimensional designs and models, more sophisticated wax model carvings and build-up methods, natural material castings, one-sided molds, safety, and finishing techniques.

**Prerequisites:** ARTD 41A (or ART 82D)**Credit transferable:** CSU**Materials fee:** \$35**ARTD 41C SMALL METAL CASTING: JEWELRY III****3 units • LG-P/NP • Six hours studio**

This course builds on techniques and processes established in ARTD 41B, focusing on designing and reproducing multiples and one-of-a-kind jewelry arts. Assignments focus on further refinement of dimensional cast designs, incorporating stones into wax models, metal alloying, bi-metal casting, and two-sided molds.

**Prerequisites:** ARTD 41B**Credit transferable:** CSU**Materials fee:** \$35**ARTD 41D SMALL METAL CASTING: JEWELRY IV****3 units • LG-P/NP • Six hours studio**

This casting course is designed for further study and refinement of personal expression, visual aesthetics, techniques, and skills. Students create a cohesive body of small metal casting work for portfolio development and preparation for transfer, scholarship, exhibition, and/or marketing purposes.

**Prerequisites:** ARTD 41C**Credit transferable:** CSU**Materials fee:** \$35**ARTD 42A JEWELRY: METALSMITHING I****3 units • LG-P/NP • Six hours studio**

Students create small-scale dimensional objects such as jewelry, vessels, hollowware, and relief forms using traditional metalsmithing methods. Processes such as chasing and repoussé, embossing, synclastic shaping, hammer-driven fold-forming, scoring, bending, and simple sinking and raising are covered. Presentations include cultural, historic, and contemporary examples. Demonstrations of skills and techniques are followed by hands-on practice to create finished works of art.

**Prerequisites:** ARTD 40A (or ART 84A)**Credit transferable:** CSU**Materials fee:** \$35**ARTD 42B JEWELRY: METALSMITHING II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 42A. Construction methods such as anti-clastic raising, hydraulic die forming, machine forming, and more complex sinking and raising with stakes, hammers, sandbags, and tree stumps are covered. Course presentations include cultural, historical, and contemporary examples. Demonstrations of skills and techniques are followed by hands-on practice to create finished works of art.

**Prerequisites:** ARTD 42A (or ART 89C)**Credit transferable:** CSU**Materials fee:** \$35**ARTD 42C JEWELRY: METALSMITHING III****3 units • LG-P/NP • Six hours studio**

In this course, students create metalsmithing projects by making and modifying small hand tools traditionally used in forming techniques. These tools are used to make projects for chasing and repoussé, anti-clastic raising, hydraulic die forming, and sinking and raising with stakes, hammers, wood, and sand bags. Tools such as punches, gravers, dies, stakes, hammers, and wood-forming blocks are created. Files, hammers, and gravers are altered for use on smithed projects.

**Prerequisites:** ARTD 42B (or ART 82C)**Credit transferable:** CSU**Materials fee:** \$35



**ARTD 43A JEWELRY: STONE SETTING I****3 units • LG-P/NP • Six hours studio**

This course covers traditional methods for setting faceted round stones in jewelry. Students practice and create a variety of basic stone settings such as bezel, prong, tube, flush, hammer, and channel to learn to incorporate stones into innovative jewelry designs.

**Prerequisites:** ARTD 40A (or ART 84A)**Advisories:** ARTD 41A (or ART 82D)**Credit transferable:** CSU**Materials fee:** \$35**ARTD 43B JEWELRY: STONE SETTING II****3 units • LG-P/NP • Six hours studio**

This course continues the development of stone-setting processes introduced in ARTD 43A, focusing on setting non-round stones into jewelry and multiple stones on one piece. Use of burrs continues, with the addition of gravers and files, allowing the cutting of seats that match square- or rectangular-stone profiles. Techniques such as stitches, simple pave, channel, and gypsy settings are covered.

**Prerequisites:** ARTD 43A (or ART 87A)**Credit transferable:** CSU**Materials fee:** \$35**ARTD 43C JEWELRY: STONE SETTING III****3 units • LG-P/NP • Six hours studio**

Continued development beyond ARTD 43B with focus on refinement of designs, skills, and techniques while setting multiple stones onto a piece of jewelry such as square triangular or round square or multiple tiny stones on one piece. Emphasis is on creating more personalized designs and building a cohesive body of work for portfolio, transfer, scholarships, exhibitions, and/or marketing.

**Prerequisites:** ARTD 43B**Credit transferable:** CSU**Materials fee:** \$35**ARTD 44A METAL ARTS: ENAMELING I****3 units • LG-P/NP • Six hours studio**

This course explores basic methods for fusing glass to metal. Demonstrations cover appropriate designs for enameling, basic small metal fabrication techniques, and methods for applying enamel to metal by sifting, painting, and wet-packing. Emphasis is on personal creative expression.

**Prerequisites:** ARTD 40A (or ART 84A)**Credit transferable:** CSU**Materials fee:** \$35**ARTD 44B METAL ARTS: ENAMELING II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTD 44A. It builds on the skills and design options of enameling. Focus is on the theory and application of enamels, such as cloisonné, champlevé, plique-à-jour, basse-taille, screen printing, and limoge.

**Prerequisites:** ARTD 44A (or ART 85A)**Credit transferable:** CSU**Materials fee:** \$35**ARTD 45 JEWELRY: GRANULATION AND FUSING****3 units • LG-P/NP • Six hours studio**

This course investigates the process of granulation and fusing metals together to create small works of metal art. Students learn the ancient art of granulation, fusing, and welding sheet and wire together through lectures, demonstrations, and hands-on practice.

**Prerequisites:** ARTD 40B (or ART 84B)**Credit transferable:** CSU**Materials fee:** \$35**ARTD 47A JEWELRY: STONE LAPIDARY BASICS I****1.5 units • LG-P/NP • Three hours studio**

This course explores essential techniques and practices used in lapidary. Course content includes semi-precious stone identification, cutting, grinding, shaping, polishing, and finishing techniques. Emphasis is on the process of cutting, shaping, and finishing common lapidary shapes.

**Advisories:** ARTD 40A (or ART 84A)**Credit transferable:** CSU**Materials fee:** \$35**ARTD 47B JEWELRY: STONE LAPIDARY BASICS II****1.5 units - LG-P/NP - Three hours studio**

This course explores stone cutting beyond the introductory-level lapidary course. Students create original cuts and unique shapes using semi-precious stones. Emphasis is on innovative and intricate designs for cutting, shaping, forming, grinding, and polishing. Projects may include unusual cut cabochons, stone lamination, inlay, gemstone bottles, and sculptural forming and shaping.

**Prerequisites:** ARTD 47A (or ART 86A)**Credit transferable:** CSU**Materials fee:** \$35**ARTD 48 THE ART OF TINSMITHING****3 units • LG-P/NP • Six hours studio**

This course covers the art of tinsmithing through studying Mexican and New Mexican tinsmithing as well as contemporary tin works. Students create works of art incorporating recycled tin and images into jewelry, boxes, and wall pieces. Demonstrations cover working with recycled tin.

**Credit transferable:** CSU**Materials fee:** \$30**ARTD 53 JEWELRY MECHANISMS****3 units • LG-P/NP • Six hours studio**

This course focuses on fabricating handmade jewelry mechanisms. Through demonstrations, examples, and hands-on work, students learn to develop and construct a variety of findings, clasps, and catches important to designing one-of-a-kind jewelry and metal arts projects.

**Prerequisites:** ARTD 40A (or ART 84A)**Credit transferable:** CSU**Materials fee:** \$35

**ARTD 55 JEWELRY: CHAIN AND RING MAKING****3 units • LG-P/NP • Six hours studio**

This course focuses on the design and creation of classical and original chains and rings. Projects include a variation of soldered and unsoldered chains and rings. Through demonstrations, examples, and hands-on activity, students learn to construct a variety of chains and rings.

**Advisories: ARTD 40A (or ART 84A)****Credit transferable: CSU****Materials fee: \$35****ARTD 57 JEWELRY: SOLDERING****3 units • LG-P/NP • Six hours studio**

This course offers a concentrated study of basic soldering techniques, skills, and tools necessary for jewelry making. Projects may include simple constructions of rings, chains, pendants, beads, and pins. Course structure consists of demonstrations, visuals, and hands-on practice. Problem-solving occurs through analysis and discussion of soldering results.

**Prerequisites: ARTD 40A (or ART 84A)****Credit transferable: CSU****Materials fee: \$35**

## Art - Graphics

**ARTG 10 INTRODUCTION TO COMPUTERS FOR GRAPHIC ARTS****4 units • LG-P/NP • Two hours lecture; four hours studio**

This course provides students with essential computer hardware and software skills in the graphic arts field. Students learn about the desktop computer environment, operating systems, and graphic design computer terms and principles. Topics include creating vector artwork and bitmap images with Adobe Illustrator software. Students are introduced to color on the computer, scanning, file formats, and other concepts related to the commercial design industry.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****ARTG 11 INTRODUCTION TO PHOTOSHOP****4 units • LG-P/NP • Two hours lecture; four hours studio**

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 learn to create, scan, and manipulate images for graphic and fine arts in an Apple computer environment.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****ARTG 12 PAGE LAYOUT AND TYPOGRAPHY****4 units • LG-P/NP • Two hours lecture; four hours studio**

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.

**Advisories: ARTG 10 (or ART 45); eligibility for ENGL 1A****Credit transferable: CSU****ARTG 13 GRAPHIC DESIGN FOR THE WEB****4 units • LG-P/NP • Two hours lecture; four hours studio**

This course is an introduction to graphic and information design methodologies for the web in an Apple computer environment. Comparisons are made to print media, as traditional design concepts are adapted to electronic form. Design trends and technology standards are considered, as students are introduced to contemporary web design practice.

**Advisories: ARTG 11 (or ART 46); eligibility for ENGL 1A****Credit transferable: CSU****ARTG 15 GRAPHIC DESIGN: IMAGES AND TYPE****4 units • LG-P/NP • Two hours lecture; four hours studio**

This course builds on basic design principles to explore the combination of images and type in a graphic design context. It examines graphic communication's history, techniques, and ties to commerce. Students learn to conceptualize and develop graphic form for the printed page and the computer screen.

**Advisories: ARTB 2 (or ART 22); and/or ARTG 10 (or ART 45); eligibility for ENGL 1A****Credit transferable: CSU****ARTG 16 GRAPHIC ARTS PRODUCTION AND PRE-PRESS****4 units • LG-P/NP • Two hours lecture; four hours studio**

This course introduces graphic arts production and digital pre-press procedures related to commercial printing and imaging. Course topics include the desktop production of single- and multi-colored print projects, proofing, pre-flighting electronic files, and the vocabulary needed to communicate with service bureaus and commercial printers.

**Advisories: ARTG 10 (or ART 45); eligibility for ENGL 1A****Credit transferable: CSU****ARTG 17 GRAPHIC ARTS PORTFOLIO****1 unit • LG-P/NP • One hour lecture**

This is a culminating course for the Graphic Arts program. Students plan and construct a portfolio based on their aptitudes, areas of interest, and market requirements/expectations. Emphasis is placed on demonstrating proficiency in commercial art concepts, techniques, and software applications. Employment and educational advancement goals are addressed.

**Advisories: ARTG 10 (or ART 45); or ARTG 15 (or ART 41); eligibility for ENGL 1A****Credit transferable: CSU**

## Art - History

### ARTH 1 ART APPRECIATION

**3 units • LG-P/NP • Three hours lecture**

This course provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures. Portions of instruction may be offered online; may also be offered fully online. [C-ID ARTH 100]

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

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

### ARTH 3 WESTERN ART I

**3 units • LG-P/NP • Three hours lecture**

This course provides an overview of western art and architecture from prehistory through the medieval period. [C-ID ARTH 110]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### ARTH 4 WESTERN ART II

**3 units • LG-P/NP • Three hours lecture**

This course provides an overview of art and architecture from the Renaissance to the contemporary period. [C-ID ARTH 120]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### ARTH 8 SURVEY OF ASIAN ART

**3 units • LG-P/NP • Three hours lecture**

This course provides a select overview of art and architecture from India, Southeast Asia, China, Korea, and Japan from pre-history to modern times. [C-ID ARTH 130]

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

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

### ARTH 14 RENAISSANCE ART AND ARCHITECTURE

**3 units • LG-P/NP • Three hours lecture**

This course is a survey of art and architecture in Italy and Northern Europe produced from the Late Gothic era through the end of the 16th century.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

## Art -

## Photographic Technology

*(Formerly known as an ARTP Course.)*

### ARPT 12A DIGITAL PHOTOGRAPHY I

**3 units • LG-P/NP • Six hours studio**

This course provides students the theory and practice necessary to use a digital camera and produce quality fine art digital prints.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

### ARPT 12B DIGITAL PHOTOGRAPHY II

**3 units - LG-P/NP - Six hours studio**

This course is a continuation of ARTP 12A, with emphasis on developing visual, conceptual, and technical aspects of digital photography. It includes expanded use of materials and techniques.

**Prerequisites: ARTP 12A (or ARTP 12A)**

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

## Art - Photography

### ARTP 10 INTRODUCTION TO PHOTOGRAPHY

**3 units • LG-P/NP • Three hours lecture**

This is an introductory non-laboratory course in camera operation, exposure, composition, and lighting, with application to general photography. [C-ID ARTS 260]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### ARTP 11A PHOTOGRAPHY I: BLACK AND WHITE

**3 units • LG-P/NP • Six hours studio**

This is an introductory course in black and white photography using specific project-based assignments to highlight various aesthetic characteristics of the medium.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### ARTP 11B PHOTOGRAPHY II

**3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTP 11A, with emphasis on developing visual, conceptual, and technical aspects of photography. It includes expanded use of materials and techniques.

**Prerequisites: ARTP 11A (or PHOT 1A)**

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

**ARTP 11C PHOTOGRAPHY III****3 units • LG-P/NP • Six hours studio**

This course offers a refined study of black and white photography, with an emphasis on the advanced application of tools and techniques to create personal expression.

**Prerequisites:** ARTP 11B (or PHOT 1B)**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**ARTP 14 HISTORY OF PHOTOGRAPHY****3 units • LG-P/NP • Three hours lecture**

This course is a thematic investigation of the history of photography with attention to technological advances and cultural influences.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C**ARTP 15 PORTRAITURE PHOTOGRAPHY****3 units • LG-P/NP • Six hours studio**

This course explores techniques, characteristics, and principles of contemporary portraiture and the use of available and artificial lighting schemes.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**ARTP 27 NARRATIVE PHOTOGRAPHY****3 units • LG-P/NP • Six hours studio**

This course is an exploration of the use of the photographic image in narrative and editorial form.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**ARTP 55 ALTERNATIVE PROCESSES****3 units • LG-P/NP • Six hours studio**

This course explores the unique characteristics of non-conventional and historic photographic processes.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**ARTP 58 PHOTOGRAPHIC LIGHTING****3 units • LG-P/NP • Six hours studio**

This course is the study and practice of lighting techniques in both the studio and on location.

**Advisories:** Eligibility for ENGL 1A; ARTP 11A or ARTP 12A**Credit transferable:** CSU**Art - Studio****ARTS 8 PROFESSIONAL PRACTICES:  
PHOTOGRAPHING YOUR ARTWORK****.5 unit • LG-P/NP • One hour studio**

This course offers an introduction to digital methods of photographing artwork. Cameras, lighting, shooting, and creating digital files are studied.

**Credit transferable:** CSU**ARTS 9A CREATIVE DIGITAL MEDIA I****3 units • LG-P/NP • One hour lecture; four hours studio**

Introduction to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools. [C-ID ARTS 250]

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155**Credit transferable:** CSU, UC**ARTS 9B CREATIVE DIGITAL MEDIA II****2 units • LG-P/NP • One hour lecture; two hours studio**

This course is a continuation of ARTS 9A. It enables 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.

**Prerequisites:** ARTG 11 (or ART 46); or ARTS 9A (or ART 39A)**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**ARTS 10A DRAWING AND COMPOSITION I****3 units • LG-P/NP • Six hours studio**

Introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. [C-ID ARTS 110]

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area C, E2**ARTS 10B INTERMEDIATE DRAWING****3 units • LG-P/NP • Six hours studio**

Exploration of artistic concepts, styles, and creative expression related to intermediate-level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing. [C-ID ARTS 205]

**Prerequisites:** ARTS 10A (or ART 28A)**Advisories:** ARTB 2 (or ART 22)**Credit transferable:** CSU, UC

**ARTS 11A SKETCH I****1.5 units • LG-P/NP • Three hours studio**

This course emphasizes the quick sketch for developing ideas and skills.

**Credit transferable: CSU, UC****ARTS 11B SKETCH II****1.5 units • LG-P/NP • Three hours studio**

This course is a continuation of ARTS 11A to further develop skills in quick sketch with emphasis on composition and personal expression. Using wet and dry media, students synthesize complex visual information, resulting in quick, accurate sketches.

**Prerequisites: ARTS 11A (or ART 29A)****Credit transferable: CSU, UC****ARTS 12A FIGURE DRAWING I****3 units • LG-P/NP • Six hours studio**

Introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. [C-ID ARTS 200]

**Advisories: ARTS 10A (or ART 28A)****Credit transferable: CSU, UC****General Ed. Credit: MPC, Area E2****ARTS 12B FIGURE DRAWING II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTS 12A with more individual approaches to problems in figure drawing. It includes increased student participation in idea development and expanded use of materials and techniques.

**Prerequisites: ARTS 12A (or ART 30A)****Credit transferable: CSU, UC****ARTS 12C FIGURE DRAWING III****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTS 12B. It offers further study in figure drawing with emphasis on anatomy, figure/ground relationships, and use of color. Emphasis is on independent authorship of ideas and awareness of creating a unified body of work.

**Prerequisites: ARTS 12B (or ART 30B)****Credit transferable: CSU, UC****ARTS 12D FIGURE DRAWING IV****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTS 12C, offering further study in figure drawing with emphasis on complex poses and a wide variety of materials. Students refine work for portfolio review, scholarship application, transfer, and/or exhibition preparation.

**Prerequisites: ARTS 12C****Credit transferable: CSU, UC****ARTS 13A EXPRESSIVE DRAWING I****1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit**

This course introduces the basic study and practice of drawing with emphasis on creative expression. Students work in a wide variety of materials.

**Advisories: ARTB 2 (or ART 22); or ARTS 10A (or ART 28A)****Credit transferable: CSU, UC****ARTS 13B EXPRESSIVE DRAWING II****1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit**

This course is a continuation of ARTS 13A, with emphasis on creative expression and increased student participation in idea development. Covers expanded use of materials and construction techniques.

**Prerequisites: ARTS 13A (or ART 31)****Credit transferable: CSU, UC****ARTS 14.1 INK DRAWING****.5 unit • P/NP • One hour studio**

This is a specialized course in ink drawing. Students use tools and materials and develop skills in ink-drawing techniques and concepts. The course covers a study of ink-drawing techniques as well as content, social, and historical issues. A variety of subject matter is covered.

**Credit transferable: CSU****ARTS 14.2 CONTOUR AND GESTURE DRAWING****.5 unit • P/NP • One hour studio**

This is a specialized course in the building-block drawing techniques of extended contour and quick gesture. A variety of media and subject matter may be studied.

**Credit transferable: CSU****ARTS 16 LANDSCAPE DRAWING AND PAINTING****1.5 units • LG-P/NP • Three hours studio**

This course explores landscape in drawing and painting. It offers instruction in a variety of materials with traditional and non-traditional approaches. The course meets in the studio and at various area locations.

**Advisories: ARTS 10A (or ART 28A)****Credit transferable: CSU, UC****ARTS 21.1 PERSPECTIVE DRAWING****.5 unit • P/NP • One hour studio**

This is a specialized course in perspective drawing. Students practice hands-on use of tools and materials to develop skills in portrayal of three dimensions on a two-dimensional surface. The course covers perspective techniques and explores content, social, and historical issues. A variety of media may be used.

**Credit transferable: CSU, UC**

**ARTS 21.2 NARRATIVE DRAWING***.5 unit • P/NP • One hour studio*

This is a specialized course in storytelling through drawing. Sequential imagery and a variety of media may be used.

**Credit transferable:** CSU, UC**ARTS 21.3 VALUE STUDY***.5 unit • P/NP • One hour studio*

This is a specialized course focusing on the use of dark and light contrast in drawing. Shadow and highlight will be studied in relation to technique and conceptual content. Students use tools and materials and develop skills to master drawing techniques as concepts. A variety of media may be used.

**Credit transferable:** CSU, UC**ARTS 21.4 NATURE STUDY***.5 unit • P/NP • One hour studio*

This is a specialized course in the study of natural objects through drawing. Accurate representation is emphasized, and personal expression is encouraged. Drawing techniques such as line, mass, value, texture, contour, and gesture are employed. A variety of wet and dry media may be used.

**Credit transferable:** CSU, UC**ARTS 30A MIXED MEDIA I***1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit*

This course is an exploration of mixed media techniques, which may include combinations of painting, drawing, collage, printmaking, and/or photography. A variety of methods and materials is used. Emphasis is on technical proficiency, conceptualization, and individual expression.

**Advisories:** ARTB 2 (or ART 22); or ARTB 4 (or ART 24)**Credit transferable:** CSU**ARTS 30B MIXED MEDIA II***3 units • LG-P/NP • Six hours studio*

This course is a continuation of ARTS 30A. It covers development of additional mixed media techniques, including a wider variety of nontraditional media and formats. Emphasis is on individual expression and conceptual ideas.

**Prerequisites:** ARTS 30A (or ART 59)**Credit transferable:** CSU**ARTS 31 MIXED MEDIA: COLLAGE***.5-1 unit • P/NP • Two hours studio per week for each unit of credit*

This is a specialized course in collage using a variety of media.

**Credit transferable:** CSU, UC**ARTS 32 MIXED MEDIA:  
IMAGE TRANSFER TECHNIQUES***.5 unit • P/NP • One hour studio*

This is a specialized course in image-transfer techniques, including, but not limited to, polymer transfer, blender pen transfer, essential oils transfer, and decal transfer. Emphasis is on non-toxic methods.

**Credit transferable:** CSU**ARTS 33 MIXED MEDIA PORTFOLIO***1 unit • P/NP • Two hours studio*

This course covers compilation of a mixed media portfolio. Students complete a body of related works for exhibition. Other topics include curatorial issues, portfolio organization, and advanced studio skills in preparation for transfer, professional exhibition, and/or development of a private studio.

**Advisories:** ARTS 30A (or ART 59); or ARTS 40A (or ART 58A); or ARTS 60 (or ART 35)**Credit transferable:** CSU**ARTS 40A PAINTING I***3 units • LG-P/NP • Six hours studio*

Introduction to principles, elements, and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. [C-ID ARTS 210]

**Advisories:** ARTB 2 (or ART 22); or ARTB 4 (or ART 24); or ARTS 10A (or ART 28A); eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area C, E2**ARTS 40B PAINTING II***3 units • LG-P/NP • Six hours studio*

This course is a continuation of ARTS 40A. Students develop additional acrylic painting techniques, including non-traditional media and formats. Project complexity increases, with an emphasis on individual expression and conceptual ideas.

**Prerequisites:** ARTS 40A (or ART 58A)**Credit transferable:** CSU, UC**ARTS 40C PAINTING III***3 units • LG-P/NP • Six hours studio*

This course offers further study in acrylic painting concepts and techniques. It covers use of a variety of acrylic mediums and more advanced color mixing. Emphasis is on independent authorship of ideas and awareness of creating a unified body of work.

**Prerequisites:** ARTS 40A (or ART 58A)**Advisories:** ARTS 40B (or ART 58B)**Credit transferable:** CSU, UC

**ARTS 40D PAINTING IV****3 units • LG-P/NP • Six hours studio**

This course covers enhanced acrylic painting practices, with emphasis on the integration of content and technique. Students refine work for portfolio review, scholarship application, transfer, and/or exhibition preparation.

**Prerequisites:** ARTS 40B (or ART 58B)**Advisories:** ARTS 40C**Credit transferable:** CSU, UC**ARTS 41A WATERCOLOR I****3 units • LG-P/NP • Six hours studio**

This course offers an introduction to watercolor painting with emphasis on transparent washes and experimental methods.

**Advisories:** ARTB 2 (or ART 22); or ARTB 4 (or ART 24); or ARTS 10A (or ART 28A)**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E2**ARTS 41B WATERCOLOR II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTS 41A, strengthening technique and exploring new concepts. Emphasis is on personal expression and increased student participation in idea development.

**Prerequisites:** ARTS 41A (or ART 57A)**Advisories:** ARTB 2 (or ART 22); or ARTB 4 (or ART 24); or ARTS 10A (or ART 28A)**Credit transferable:** CSU, UC**ARTS 41C WATERCOLOR III****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTS 41B and offers advanced study in watercolor painting with an emphasis on experimentation and personalized approaches. Students create a unified body of work.

**Prerequisites:** ARTS 41B (or ART 57B)**Credit transferable:** CSU, UC**ARTS 42 WATERCOLOR STILL LIFE PAINTING****.5-1.5 units • P/NP • Two hours studio per week for each unit of credit**

This is a specialized course in still life painting using watercolors and/or gouache. Students use watercolor tools and materials. The course covers a study of watercolor technique as well as content, social, and historical issues.

**Credit transferable:** CSU, UC**ARTS 45 PAINTING STUDIO****1 unit • P/NP • Two hours studio**

This class is designed for experienced painters and/or students having successfully completed at least one semester of painting at MPC. Students work under supervision on independent painting projects.

**Advisories:** ARTS 40A (or ART 58A)**Credit transferable:** CSU**ARTS 46 PAINTING AND DRAWING PORTFOLIO****1 unit • P/NP • Two hours studio**

This course covers compilation of a portfolio in painting and/or drawing. Students complete a body of related pieces for exhibition. Other topics include curatorial issues, portfolio organization, and advanced studio skills in preparation for transfer, professional exhibition, and/or development of a private studio.

**Advisories:** ARTS 10A (or ART 28A); or ARTS 12A (or ART 30A); or ARTS 40A (or ART 58A); or ART 41A (or ART 57A)**Credit transferable:** CSU**ARTS 51 ABSTRACTION****.5-1.5 units • P/NP • Two hours studio per week for each unit of credit**

In this specialized painting course, students will explore the relationships between representation, abstraction, and non-objective painting. Acrylic paint and/or watercolor may be used.

**Credit transferable:** CSU, UC**ARTS 54 NARRATIVE PAINTING****.5 unit • P/NP • One hour studio**

This is a specialized course in storytelling through painting. Students explore the relationship of content, method, and materials in narrative painting. Acrylic or watercolor paints may be used.

**Credit transferable:** CSU, UC**ARTS 60 INTRODUCTION TO PRINTMAKING****3 units • LG-P/NP • Six hours studio**

Introduction to the basic materials, equipment, and processes of printmaking, including relief (linocut and woodcut), intaglio (drypoint, etching, and collograph), planography (lithography and monotype), and stencil (screenprint).

**Advisories:** ARTB 2 (or ART 22); or ARTB 4 (or ART 24); eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area C, E2

(ARTS 61A thru ARTS 65.2 formerly known as ARPN Courses for Spring 2017.)

**ARTS 61A MONOTYPE I****1.5-3 units • LG-P/NP • Three hours studio per week for each one and one-half units of credit**

This course offers an introduction to the art of monotypes and related printmaking techniques. Safe studio practices and non-toxic techniques are emphasized.

**Advisories:** ARTB 2 (or ART 22); or ARTB 4 (or ART 24)**Credit transferable:** CSU, UC

**ARTS 61B MONOTYPE II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTS 61A with emphasis on chine collé and printing over inkjet output.

**Prerequisites:** ARTS 60 (or ART 35);  
and/or ARTS 61A (or ARPN 61A or ART 37)

**Credit transferable:** CSU, UC

**ARTS 61C MONOTYPE III****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTS 61B. Offers advanced study in monotype printmaking, with concentration on a variety of contemporary transfer techniques. Emphasis is on independent authorship of ideas and creation of a unified body of work.

**Prerequisites:** ARTS 60 (or ART 35); and/or ARTS 61B (or ARPN 61B)  
**Credit transferable:** CSU, UC

**ARTS 61D MONOTYPE IV****3 units • LG-P/NP • Six hours studio**

This course offers further study in monotype printmaking using process colors and combined techniques. Students refine work for portfolio review, scholarship application, transfer, and/or exhibition preparation.

**Prerequisites:** ARTS 61C (or ARPN 61C)  
**Credit transferable:** CSU, UC

**ARTS 62A RELIEF PRINTMAKING I****3 units • LG-P/NP • Six hours studio**

This course is an introduction to relief printmaking. This includes woodblock, linocut, stamp printing, and collography. 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.

**Advisories:** ARTB 2 (or ART 22); or ARTB 4 (or ART 24)  
**Credit transferable:** CSU, UC  
**General Ed. Credit:** MPC, Area E2

**ARTS 62B RELIEF PRINTMAKING II****3 units • LG-P/NP • Six hours studio**

This course offers further study in relief printmaking. Multiple blocks, process colors, and chine collé are introduced. Non-toxic studio practices are emphasized.

**Prerequisites:** ARTS 60 (or ART 35); or ARTS 62A  
(or ARPN 62A or ART 36A)  
**Credit transferable:** CSU, UC

**ARTS 63A INTAGLIO PRINTMAKING I****3 units • LG • Six hours studio**

This course is an introduction to intaglio printmaking. Topics include drypoint, collograph, and related gravure techniques. 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.

**Advisories:** ARTB 2 (or ART 22); or ARTB 4 (or ART 24)  
**Credit transferable:** CSU, UC

**ARTS 63B INTAGLIO PRINTMAKING II****3 units • LG • Six hours studio**

This course is a continuation of ARTS 63A. Offers further study in intaglio printmaking, with emphasis on etching and aquatint. Low toxicity techniques are employed.

**Prerequisites:** ARTS 60 (or ART 35); or ARTS 61A (or ARPN 61A or ART 37); or ARTS 63A (or ARPN 63A or ART 36B)  
**Credit transferable:** CSU, UC

**ARTS 63C INTAGLIO PRINTMAKING III****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTS 63B. Offers advanced study in etching and aquatint. Topics include experimental lift grounds, printing over digital output, and chine collé.

**Prerequisites:** ARTS 63B (or ARPN 63B); or ARTS 64B (or ARPN 64B)  
**Credit transferable:** CSU, UC

**ARTS 64A PHOTO-BASED PRINTMAKING I****3 units • LG-P/NP • Six hours studio**

This course is an exploration of photo-based printmaking processes. Techniques may include and are not limited to photographic chine collé, gum transfers, solar plates, and the use of digitally created images. Press operation and safe studio practices are included.

**Advisories:** ARTB 2 (or ART 22); or ARTB 4 (or ART 24)  
**Credit transferable:** CSU

**ARTS 64B PHOTO-BASED PRINTMAKING II****3 units • LG-P/NP • Six hours studio**

This course offers further study in photo-based printmaking techniques, with an increase in project complexity and scale. Emphasis is on more personal expression.

**Prerequisites:** ARTS 64A (or ARPN 64A or ART 36E)  
**Credit transferable:** CSU

**ARTS 65.1 LITHOGRAPHIC TECHNIQUES:  
GUM ARABIC PRINTS****.5-1.5 units • P/NP • Two hours studio per week for each unit of credit**

This is a specialized course in gum arabic transfer techniques. Inking, printing, and image development are explored. Plates are printed on an etching press, with oil-based inks.

**Credit transferable:** CSU, UC

**ARTS 65.2 LITHOGRAPHIC TECHNIQUES:  
POLYESTER PLATES****.5-1.5 units • LG-P/NP • Two hours studio per week for each unit of credit**

This is a specialized course in polyester plate lithography techniques, printed on an etching press. Photographic and hand-drawn imagery is explored. Oil-based inks are used.

**Credit transferable:** CSU, UC



**ARTS 66A BOOK ARTS I****3 units • LG-P/NP • Six hours studio**

This course is an introduction to book arts, including but not limited to content, structures, layout, and binding. Decorative page and cover papers are explored, and sequential imaging techniques are employed. Historical and contemporary artists' books are studied.

**Advisories: ARTB 2 (or ART 22)****Credit transferable: CSU****ARTS 66B BOOK ARTS II****3 units • LG-P/NP • Six hours studio**

This course is a continuation of ARTS 66A. It offers further study in book arts, with emphasis on personal expression and experimental approaches.

**Prerequisites: ARTS 66A (or ART 36C)****Credit transferable: CSU**

*(ARTS 68 thru ARTS 85 formerly known as ARPN Courses for Spring 2017.)*

**ARTS 68 PRINTMAKING PORTFOLIO****1 unit • P/NP • Two hours studio**

This course covers compilation of a portfolio in printmaking. Students complete a body of related prints for exhibition. Other topics include curatorial issues, portfolio organization, and advanced studio skills in preparation for transfer, professional exhibition, and/or development of a private studio.

**Advisories: ARTS 60 (or ART 35); or ARTS 61A (or ARPN 61A or ART 37); or ARTS 62A (or ARPN 62A or ART 36A); or ARTS 63A (or ARPN 63A or ART 36B); or ARTS 64A (or ARPN 64A or ART 36E)**

**Credit transferable: CSU****ARTS 69 EXPERIMENTAL MONOTYPE PRINTMAKING****1.5-3 units • LG-P/NP • Three hours studio for each one and one-half units of credit**

This course is an exploration of experimental non-toxic monotype processes. Techniques include but are not limited to combination prints, limited editions, varied editions, and other related techniques. Press operation and safe studio practices are included.

**Prerequisites: ARTS 61A (or ARPN 61A or ART 37)****Credit transferable: CSU****ARTS 70 EXPERIMENTAL RELIEF PRINTMAKING****3 units • LG-P/NP • Six hours studio**

This course is an exploration of experimental, non-toxic relief printmaking processes. Techniques include but are not limited to multipledrop mixed media prints and new technologies in relief printmaking. Press operation and safe studio practices are included.

**Prerequisites: ARTS 62A (or ARPN 62A or ART 36A)****Credit transferable: CSU****ARTS 71 EXPERIMENTAL INTAGLIO PRINTMAKING****3 units • LG-P/NP • Six hours studio**

This course is an exploration of experimental non-toxic intaglio printmaking processes. Techniques include but are not limited to multiple drop mixed media prints. Press operation and safe studio practices are included.

**Prerequisites: ARTS 63A (or ARPN 63A or ART 36B)****Credit transferable: CSU****ARTS 72A PRINTMAKING STUDIO I****1 unit • P/NP • Two hours studio**

This course is designed for experienced printmakers. Students work under supervision on independent printmaking projects. Projects may include relief, intaglio, and planar printmaking.

**Credit transferable: CSU****ARTS 72B PRINTMAKING STUDIO II****1 unit • P/NP • Two hours studio**

This course is designed for experienced printmakers. Students work on complex printmaking projects. Multiple drops, chine colle, and layered prints will be emphasized.

**Prerequisites: ARTS 72A (or ARPN 72A or ARTS 72 or ART 35G)****Credit transferable: CSU****ARTS 74 LAYERED PRINTS****.5-3 units • LG-P/NP • Two hours studio per week for each unit of credit**

This is a specialized course in combining media and print techniques such as monotype, collograph, monoprint, drypoint, and chine collé. Through these combinations, students create works of layered depth.

**Credit transferable: CSU****ARTS 80 LINOLEUM AND WOODBLOCK PRINTING****.5-1.5 units • P/NP • Two hours studio per week for each unit of credit**

This is a specialized course in relief printmaking with linoleum and wood. Hand transfer and press techniques are explored.

**Credit transferable: CSU, UC****ARTS 81 ARTISTS' BOOK STRUCTURES****.5-1.5 units • P/NP • Two hours studio per week for each unit of credit**

This is a specialized course in artists' books, with emphasis on book structures. Design and creation of sequential imaging and the relationship between text and image are explored.

**Credit transferable: CSU, UC**

**ARTS 83 COLLOGRAPHY**

*.5-1.5 units • P/NP • Two hours studio per week for each unit of credit*

Collography is printmaking using a heavily textured, collaged plate. Students learn collographic printmaking in this specialized course. Both relief and intaglio approaches are explored. Students use tools and materials to develop skills in collographic techniques and concepts. A variety of subject matter is covered.

**Credit transferable:** CSU

**ARTS 84 CHINE COLLÉ**

*.5-1.5 units • P/NP • Two hours studio per week for each unit of credit*

Chine collé is a printmaking technique that allows collage materials to be applied to prints as ink is transferred through the press. This is a specialized course in chine collé techniques. These techniques may be used in conjunction with planar, relief and intaglio printmaking. The course covers the study of technique as well as the relationship of imagery to conceptual content.

**Credit transferable:** CSU

**ARTS 85 MONOPRINTS**

*.5-1.5 units • P/NP • Two hours studio per week for each unit of credit*

This is a specialized course in monoprinting. Inking and press techniques are explored. Students participate in hands-on use of tools and materials and develop skills to master monoprint techniques and concepts. Content, social, and historical issues, and a variety of subject matter, are covered.

**Credit transferable:** CSU

**ARTS 95.1 PASTEL TRANSFERS**

*.5 unit - P/NP - One hour studio*

This is a specialized course in pastel transfer printmaking techniques.

**Credit transferable:** CSU

**Art - Video/Cinema**

*(Formerly known as BRCT Courses.)*

**ARTV 1 INTRODUCTION TO FILM/VIDEO**

*3 units • LG-P/NP • Three hours lecture*

This course offers an introduction to the techniques, equipment, and processes involved in the making of a motion picture or video production. Emphasis is on the conceptualization and the procedures that must be followed in starting a production.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

**Astronomy**

**DEGREE**

**Astronomy – Associate in Arts (Transfer Preparation)**

**Astronomy**

**ASSOCIATE IN ARTS DEGREE (Transfer Preparation)**

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

- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.

**Associate in Arts Degree (Transfer Preparation)**

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	
<i>Select at least 18 units from the following</i>	<b>18</b>
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 (5)	
MATH 20B Calculus with Analytic Geometry II (5)	
PHYS 3A Science and Engineering Physics I (4)	
PHYS 3B Science and Engineering Physics II (4)	
<b>TOTAL MAJOR UNITS</b>	<b>18</b>
<b>Associate Degree Requirements (as described above)</b>	<b>18</b>
<i>Contact an MPC counselor for major preparation at specific institutions.</i>	
<i>Complete Competency Requirements, CSU General Education or IGETC Pattern, and 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

**COURSE DESCRIPTIONS**

**ASTR 10 INTRODUCTION TO ASTRONOMY**

*3 units • LG-P/NP • 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. May also be offered online.

**Corequisites:** ASTR 10L

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

**ASTR 10L INTRODUCTION TO  
ASTRONOMY LABORATORY**

***1 unit • LG-P/NP • Three hours lab***

This course provides the fundamental laboratory study and hands-on examination of the topics covered in ASTR 10. Local evening field trips are required.

**Corequisites: ASTR 10**

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area B3; IGETC, Area 5C;  
MPC, Area B**

# Automotive Technology

## DEGREE

**Automotive Technology –**  
Associate in Science (Career Technical)

## CERTIFICATE OF ACHIEVEMENT

**Automotive Technology** (Career Technical)

# Automotive Technology

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

MPC's Automotive Technology Program is designed to provide a solid foundation for technician and management positions in automotive dealerships, independent repair facilities, customizing shops and other auto-related industries. The program also offers technical training for automotive professionals who seek to upgrade their technical skills and knowledge.

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

- Demonstrate the necessary skills and work habits for entry-level employment and advancement in trades associated with automotive maintenance and repair.

### Certificate of Achievement (Career Technical)

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>41.5</b>
AUTO 100 Introduction to Automotive Technology (4)	
AUTO 101 Engine Repair (4)	
AUTO 102 Basic Automotive Electricity and Electronics (4)	
AUTO 103 Engine Performance (5)	
AUTO 104 Automotive Electrics (4.5)	
AUTO 106 Automotive Brake Systems and Safety Inspection (4)	
AUTO 107 Automatic Transmissions and Transaxle (4)	
AUTO 108 Manual Transmissions and Drivetrains (4)	
AUTO 111 Automotive Steering and Suspension (4)	
AUTO 161 Supervised Automotive Trade Experience I (2)	
AUTO 162 Supervised Automotive Trade Experience II (2) or COOP 91.4 Auto Technology Work Experience I (2)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>41.5</b>

### Associate in Science Degree (Career Technical)

Associate Degree Major Requirements	Units
<b>Certificate Requirements (as described above)</b>	<b>41.5</b>
<b>Additional Degree Requirements:</b>	<b>3</b>
AUTO 88 Automotive Service Management (3)	
<b>TOTAL MAJOR UNITS</b>	<b>44.5</b>

**Associate Degree Requirements (as described above)** **44.5**

*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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## COURSE DESCRIPTIONS

### AUTO 88 AUTOMOTIVE SERVICE MANAGEMENT

**3 units • LG-P/NP • Three hours lecture**

This class introduces the critical concepts and processes for running the business end of an automotive service enterprise. Key topics include profits, business analysis, workflow, computerized shop management systems, communication, customer relationship management, and more. Also offered as Business 88; credit may be earned only once.

**Advisories: Eligibility for ENGL 1A**

**Enrollment limitation:** Entering students should have a background in automotive service and/or have completed significant automotive service technical coursework to ensure a familiarity with the automotive service vocabulary and environment.

**Credit transferable: CSU**

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

### AUTO 90 INDEPENDENT STUDY

**.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit**

This course provides a framework for this academic discipline, which is 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.

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

**Credit transferable: CSU**

### AUTO 100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY

**4 units • LG-P/NP • Three hours lecture; three hours lab**

This course provides an introduction to the automotive technology program and profession. A survey course, it covers the basic operation and maintenance of the modern automobile. Students get laboratory experience performing service and minor repairs.

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

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

### AUTO 101 ENGINE REPAIR

**4 units • LG-P/NP • Two hours lecture; six hours lab**

This course covers repair and rebuilding of modern automotive engines. Topics include theory, disassembly, cleaning, inspection, diagnosis, and failure analysis. Provides preparation for Automotive Service Excellence (ASE) certification in A1 area.

**Prerequisites or corequisites: AUTO 100**

**AUTO 102 BASIC AUTOMOTIVE ELECTRICITY AND ELECTRONICS**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This introductory course in automotive electricity/electronics is designed to provide the student with a solid foundation in electrical principles, including terminology and the operation and troubleshooting of electrical and electronic circuits and components.

**AUTO 103 ENGINE PERFORMANCE**

*5 units • LG-P/NP • 3.75 hours lecture; 3.75 hours lab*

This course is a study of the engine sub-systems responsible for good engine performance, reduced emissions, and fuel economy. Systems to be covered include ignition, fuel, emission, and computer controls. The course serves as initial preparation for ASE Engine Performance (A-8) Certification.

**Prerequisites or corequisites:** AUTO 100; AUTO 101; AUTO 102

**AUTO 104 AUTOMOTIVE ELECTRICS**

*4.5 units • LG-P/NP • Three hours lecture; five hours lab*

This course is a study of electrical systems on the modern automobile. Topics include electrical test equipment, automotive batteries, starting and charging systems, wiring diagrams, lighting circuits, various advanced body electrical circuits and controls. Primary emphasis is put on diagnosis, testing and repair. The course covers preparation for ASE Certification in A6 area.

**Prerequisites or corequisites:** AUTO 100

**Advisories:** AUTO 102

**AUTO 106 AUTOMOTIVE BRAKE SYSTEMS AND SAFETY INSPECTION**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This course is a study of automotive braking systems. Emphasis is placed on the theory, operation, diagnosis and repair of modern braking systems. This course is preparation for ASE Certification in A5 area.

**Prerequisites or corequisites:** AUTO 100

**Advisories:** AUTO 102

**AUTO 107 AUTOMATIC TRANSMISSIONS AND TRANSAXLE**

*4 units • LG-P/NP • Three hours lecture; four hours lab*

This course covers theory, operation, and repair of automatic transmissions and transaxles. It includes practical experience in troubleshooting and rebuilding. This course is preparation for ASE Certification in A2 area.

**Prerequisites or corequisites:** AUTO 100

**Advisories:** AUTO 103; AUTO 104

**AUTO 108 MANUAL TRANSMISSIONS AND DRIVETRAINS**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This course covers operation, service, and repair of manual transmissions and transaxles. Topics also include clutches, drive lines, differentials, four-wheel-drive transfer cases and rear axles. This course is preparation for ASE Certification in A3 area.

**Prerequisites or corequisites:** AUTO 100

**AUTO 111 AUTOMOTIVE STEERING AND SUSPENSION**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This course is a study of modern automotive steering and suspension systems. Topics include front-end geometry and alignment procedures; wheels, hubs and tires; suspension system design; and diagnosis and repair of steering systems. This course is preparation for ASE Certification in A4 area.

**Prerequisites or corequisites:** AUTO 100

**AUTO 161 SUPERVISED AUTOMOTIVE TRADE EXPERIENCE I**

*1.5 units • LG-P/NP • Four and one-half hours lab*

This is a practical course designed to help students further develop their basic automotive maintenance skills. Students develop professional work habits in a functioning repair shop.

**Prerequisites:** AUTO 100 or equivalent

**AUTO 162 SUPERVISED AUTOMOTIVE TRADE EXPERIENCE II**

*1.5 units • LG-P/NP • Four and one-half hours lab*

This course parallels the working conditions of a professional shop. It is designed to help students further develop their brake and suspension service skills.

**Prerequisites or corequisites:** AUTO 106; AUTO 111

**AUTO 170 SMOG CHECK INSPECTION PROCEDURES**

*2.5 units • LG-P/NP • Two hours lecture; two hours lab*

This course is an automotive technician training program for California's Smog Check Program. Students who successfully complete this course will have met the training requirements to be eligible for the Smog Check Inspector state licensing examination.

**Advisories:** AUTO 103; eligibility for ENGL 111 or ENSL 110 and 155

# Biology

## DEGREE

**Biological Sciences – Associate in Arts (Transfer Preparation)**

## Biological Sciences

### ASSOCIATE IN ARTS DEGREE (Transfer Preparation)

This major area is appropriate for Pre-Dentistry, Pre-Medicine, Pre-Pharmacy, and Pre-Veterinary Medicine.

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

- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.

### Associate in Arts Degree (Transfer Preparation)

#### Associate Degree Major Requirements Units

##### REQUIRED CORE:

Select at least 18 units from the following 18

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 with Analytic Geometry I (5)	
PHYS 2A	General Physics I (4)	
PHYS 2B	General Physics II (4)	

**TOTAL MAJOR UNITS 18**

**Associate Degree Requirements (as described above) 18**

Contact an MPC counselor for major preparation at specific institutions.

Complete Competency Requirements, and CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).

**TOTAL DEGREE UNITS 60**

## COURSE DESCRIPTIONS

### BIOL 10 PRINCIPLES OF BIOLOGY

**4 units • LG-P/NP • Three hours lecture; three hours lab**

This course surveys modern biology including concepts of cell and molecular biology, genetics, biodiversity, ecology and evolution.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, B3; IGETC, Area 5B, 5C; MPC, Area B

### BIOL 13 MARINE BIOLOGY

**4 units • LG-P/NP • Three hours lecture; three hours lab**

Students are introduced to the fundamentals of marine science, with an emphasis on marine ecology, organisms, and habitats. Topics include current research, technology, and sampling, with a focus on the local Monterey Bay region. Field trips are required.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, B3; IGETC, Area 5B, 5C; MPC, Area B

### BIOL 21 CONCEPTS IN BIOLOGY I: CELLS, GENETICS, AND ORGANISMS

**5 units • LG • Four hours lecture; three hours lab**

This course, intended for majors, covers principles and applications of prokaryotic and eukaryotic cell structure and function, biological molecules, homeostasis, cell reproduction and its controls, molecular genetics, classical/Mendelian genetics, cell metabolism including photosynthesis and respiration, cellular communication, physiology, development, biotechnology, and genomics. The philosophy of science, methods of scientific inquiry and experimental design are foundational to the course. [C-ID BIOL 190]

**Prerequisites:** CHEM 1A; MATH 263 or higher

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, B3; IGETC, Area 5B, 5C; MPC, Area B

### BIOL 22 CONCEPTS IN BIOLOGY II: DIVERSITY, ECOLOGY, AND EVOLUTION

**5 units • LG • Three hours lecture; six hours lab**

This course, intended for biology majors, is a survey of the basic biology and diversity of unicellular and multicellular organisms. It emphasizes general biological principles, classification, structure, function, fundamentals of ecological principles, and evolutionary adaptations of organisms (including plants, fungi, animals, and unicellular organisms) to their environments. [C-ID BIOL 140]

**Prerequisites:** MATH 263 or higher

**Prerequisites or corequisites:** CHEM 1A

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, B3; IGETC, Area 5B, 5C; MPC, Area B

### BIOL 25 APPLIED MICROBIOLOGY LECTURE

**3 units • LG • Three hours lecture**

This course covers bacterial structure, genetics and physiology, microbial causes of infectious diseases, modes of disease transmission, treatment and prevention, and the immune system. It is designed for paramedical training program, including RN, LVN, and veterinary assisting.

**Prerequisites:** CHEM 30A

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

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area B2; MPC, Area B (with BIOL 26)

**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.

**Prerequisites:** CHEM 30A**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155**Credit transferable:** CSU**General Ed. Credit:** MPC, Area B (with BIOL 25)**BIOL 30 INTRODUCTION TO GENETICS****3 units • LG-P/NP • Three hours lecture**

This course is an introduction to the principles of genetics and is not intended for biology majors. Topics covered include basic principles of cell/molecular biology, transmission and molecular genetics, genetic testing, the basis of inherited disease, genetic engineering, cloning, stem cells, GMOs and evolution.

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

eligibility for MATH 263

**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area B2; IGETC, Area 5B; MPC, Area E1**BIOL 31 ENVIRONMENTAL SCIENCE****3 units • LG-P/NP • Three hours lecture**

This course is a survey of the fundamental political, economic, and ecological principles that define the important environmental issues of our time.

Topics include ecology, climate change, biodiversity, energy and sustainability. May also be offered online.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area B2; IGETC, Area 5B;**MPC, Area B (with BIOL 32), E1****BIOL 32 ENVIRONMENTAL SCIENCE LABORATORY****1 unit • LG-P/NP • Three hours lab**

This lab class surveys many of the diverse ways in which humans interact with the environment, focusing on local field trips to directly investigate issues such as sustainable fuels, solar energy, water resources, recycling, green building and habitat preservation.

**Prerequisites or corequisites:** BIOL 31**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area B3; IGETC, Area 5C;**MPC, Area B**

# Business

## DEGREES

**Accounting** – Associate in Science (Career Technical)

**Business Administration** –  
Associate in Science for Transfer



**Business Administration** –  
Associate in Science (Career Technical)

**Business Administration** –  
Associate in Arts (Transfer Preparation)

**International Business** –  
Associate in Science (Career Technical)

## CERTIFICATES OF ACHIEVEMENT (Career Technical)

**Accounting**

**Business Administration**

**International Business**

**Retail Management**

## CERTIFICATES OF TRAINING

**Accounting/Bookkeeping**

**Business Administration**

**Business Information Worker**

**Business Technology**

**Entrepreneurship**

**Human Resources**

**Leadership**

**Sales and Marketing**

# Accounting

## CERTIFICATE OF TRAINING & CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

The Associate in Science degree in Accounting prepares students to contribute to a business with solid foundational accounting skills, coupled with the breadth of MPC's general education requirements. The Business Accounting/Bookkeeping certificate of training and the Business-Accounting certificate of achievement must both be completed before or as part of this associate degree. Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science in Business Administration for Transfer (AS-T in Business Administration) degree.

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

- Apply generally accepted accounting principles and accounting fundamentals to complete the accounting cycle using both manual and computerized systems.
- Prepare basic financial statements using manual and computerized systems.
- Demonstrate speed and accuracy in keyboarding skills.
- Process and communicate accounting information using integrated office applications software.
- Analyze, interpret, and communicate financial information.
- Apply basic mathematical analysis methods to understand, analyze and evaluate business activities.
- Interpret a variety of aspects of the business environment within which accounting operates to be able to make sound decisions balancing the needs of multiple stakeholders.
- Quantitatively analyze and select business strategies, plan for business performance, and evaluate internal business unit performance.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.

### Certificate of Training (Accounting/Bookkeeping)

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	
BUSI 120A Basic Accounting	3
BUSC 109 Keyboarding for Computers (1) or typing proficiency test with a typing speed of 21 wpm with 5 or fewer errors in 5 minutes (0)	0-1
BUSC 117A Business Machine Calculations I (.5) or ten key proficiency test (0)	0-.5
CSIS 50 MS Office Applications	2
CSIS 50L MS Office Applications Lab	1
<b>Select one course from the following:</b>	<b>1-3</b>
BUSI 120B Computerized Accounting – QuickBooks (3)	
BUSC 155 QuickBooks 2013 (1)	
<b>TOTAL CERTIFICATE OF TRAINING UNITS</b>	<b>7-10.5</b>



**Certificate of Achievement (Career Technical)**

Certificate Requirements		Units
<i>Certificate of Training Requirements (as described above)</i>		7-10.5
<b>REQUIRED CORE:</b>		17
BUSI 110	Business Mathematics (3)	
BUSI 1A	Financial Accounting (4)	
BUSI 1B	Managerial Accounting (4)	
BUSI 24	Business Issues and Ethics (3)	
CSIS 1	Computer Information Systems (3)	
<b>Select one course from the following:</b>		3
BUSI 20	Introduction to Business (3)	
BUSI 30	Global Management (3)	
BUSI 44	Intro. to Business Ownership/Management (3)	
<b>Select one course from the following:</b>		1-4
BUSI 60	Financial Planning and Money Management (3)	
BUSI 62	Principles of Investment (3)	
COOP 91.7	Business Work Experience (1-4)	
ECON 1	The American Economic System (3)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>28-34.5</b>

**Associate in Science Degree (Career Technical)**

Associate Degree Major Requirements		Units
<i>Certificate of Training Requirements (as described above)</i>		7-10.5
<i>Certificate of Achievement Requirements (as described above)</i>		21-24
<b>TOTAL MAJOR UNITS</b>		<b>28-34.5</b>
Certificate Requirements (as described above)		28-34.5
<i>Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).</i>		
<b>TOTAL DEGREE UNITS</b>		<b>60</b>

# Business Administration

**ASSOCIATE IN SCIENCE FOR TRANSFER**

The Associate in Science in Business Administration for Transfer degree (AS-T in Business Administration) program is designed to fulfill the requirements of Senate Bill 1440 for transfer model curriculum to CSU campuses. Students will be prepared to transfer into the CSU system to pursue further studies for a baccalaureate degree in Business Administration. Students must complete the Associate Degree for Transfer requirements to earn the AS-T degree.

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

- Demonstrate the fundamental knowledge and skills to make information-based business decisions, complete core business processes, and communicate effectively in a business environment.

**Associate in Science for Transfer Degree**

Associate Degree Major Requirements		Units
<b>REQUIRED CORE:</b>		17
BUSI 1A	Financial Accounting (4)	
BUSI 1B	Managerial Accounting (4)	
BUSI 18	Business Law (3)	
ECON 2	Principles of Economics: Macro (3)	
ECON 4	Principles of Economics: Micro (3)	
<b>LIST A: Select one course from the following:</b>		4
MATH 16	Elementary Statistics (4)	
MATH 17	Finite Mathematics (4)	
MATH 18	Calculus & Analytic Geometry for Bio/Soc Sci/Busi. (4)	
<b>LIST B: Select two courses from the following or any course from LIST A not already selected:</b>		6-8
BUSI 20	Introduction to Business (3)	
or BUSI 70	Business Communication (3)	
CSIS 1	Computer Information Systems (3)	
<b>TOTAL MAJOR UNITS</b>		<b>27-29</b>

**Associate Degree Requirements (as described above)** 27-29

*Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).*

**TOTAL DEGREE UNITS** 60

# Business Administration

## CERTIFICATE OF TRAINING & CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical) & ASSOCIATE IN ARTS DEGREE (Transfer Preparation)

This is a modular program. Students can earn a Certificate of Training in Business Administration or earn a Certificate of Training in a specialty area just by completing the concentration requirements without completing the Business Administration requirements.

The Associate in Science degree in Business Administration offers courses in law, marketing, human resources, and leadership that prepare students to enter the business field in positions above entry-level. The degree also includes the broad benefits of the MPC general education requirements. The core Business Administration certificate of training must be completed before or as part of the certificate of achievement and associate degree. Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science in Business Administration for Transfer (AS-T in Business Administration) degree.

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

- Develop a familiarity with multiple aspects of business and the relationships among them.
- Apply quantitative information competencies to manage business resources and communicate results.
- Apply current management strategies and practices in the global business environment.
- Apply core marketing or communication practices to business situations.
- Evaluate and develop effective business strategies that embrace the power of diversity.
- Demonstrate specific small business operational skills in the areas of technology, leadership, or human resources.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.

### Certificate of Training

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	
<b>Select one from the following contextual overview courses:</b>	<b>3</b>
BUSI 18 Business Law (3)	
BUSI 20 Introduction to Business (3)	
<b>Select one from the following marketing/communication courses:</b>	<b>3</b>
BUSI 36 Introduction to International Marketing (3)	
BUSI 50 Introduction to Marketing (3)	
BUSI 70 Business Communication (3)	
<b>Select one from the following quantitative courses:</b>	<b>3-4</b>
BUSI 1A Financial Accounting (4)	
BUSI 110 Business Mathematics (3)	
BUSI 120A Basic Accounting (3)	

<b>Select one from the following management courses:</b>	<b>3</b>
BUSI 30 Global Management (3)	
BUSI 40 Principles of Management (3)	
BUSI 44 Intro. to Business Ownership/Management (3)	
<b>Select one from the following humanistic courses:</b>	<b>3</b>
BUSI 22 Human Behavior/Leadership (3)	
BUSI 38 Multiculturalism in Corporate America (3)	
BUSI 42 Human Resources Management (3)	
<b>TOTAL CERTIFICATE OF TRAINING UNITS</b>	<b>15-16</b>

### Certificate of Achievement (Career Technical)

Certificate Requirements	Units
<b>Certificate of Training Requirements</b>	<b>15-16</b>

Select at least one concentration from the following lists. These courses may be counted as both core requirements and concentration requirements, but all concentration and core requirements must be completed.

#### Entrepreneurship/Small Business Concentration:

<b>Select 15 units from the following:</b>	<b>15</b>
BUSI 18 Business Law (3)	
BUSI 20 Introduction to Business (3)	
BUSI 36 Introduction to International Marketing (3) or BUSI 50 Introduction to Marketing (3)	
BUSI 44 Introduction to Business Ownership/Management (3)	
BUSI 46 Introduction. to Business Ownership/Management (3)	
BUSI 54 Introduction to E-Marketing (3)	
BUSI 68 Entrepreneurial Start-up Ventures (3)	
BUSI 131 Financial Analysis for Entrepreneurs (3)	

#### Business Technology Concentration:

<b>Select 15 units from the following:</b>	<b>15</b>
BUSC 126A Google Drive: Introduction to Word Processing (.5)	
BUSI 54 Introduction to E-Marketing (3)	
BUSI 120B Computerized Accounting – QuickBooks (3) or BUSC 155 QuickBooks 2013 (1)	
CSIS 1 Computer Information Systems (3)	
CSIS 50 MS Office Applications (2) & CSIS 50L MS Office Applications Lab (1)	
CSIS 75 Introduction to Computer Hardware/ A+ Prep (4)	
CSIS 76A Networking Fundamentals (3)	
CSIS 86 Network Security Fundamentals/ Security+ Prep (3)	

#### Leadership Concentration:

<b>Leadership Concentration:</b>	<b>12</b>
BUSI 22 Human Behavior/Leadership (3)	
BUSI 24 Business Issues and Ethics (3)	
BUSI 38 Multiculturalism in Corporate America (3)	
BUSI 70 Business Communication (3)	

#### Human Resources Concentration:

<b>Human Resources Concentration:</b>	<b>12</b>
BUSI 18 Business Law (3)	
BUSI 20 Introduction to Business (3)	
BUSI 22 Human Behavior/Leadership (3)	
BUSI 42 Human Resources Management (3)	

<b>Sales and Marketing Concentration:</b>	<b>12</b>
BUSI 49 Professional Selling (3)	
BUSI 50 Introduction to Marketing (3)	
BUSI 54 Introduction to E-Marketing (3)	
BUSI 64 Customer Service (3)	
<b>Select one from the following elective courses in addition to the chosen concentration:</b>	<b>.5-4</b>
COOP 91.7 Business Work Experience (.5-4)	
ECON 1 The American Economic System (3)	
PHIL 10 Introduction to Critical Thinking (3)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>27.5-35</b>

**Associate in Science Degree (Career Technical)**

<b>Associate Degree Major Requirements</b>	<b>Units</b>
<b>Certificate Requirements (determined by concentration)</b>	<b>27.5-35</b>

*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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**Associate in Arts Degree (Transfer Preparation)**

<b>Associate Degree Major Requirements</b>	<b>Units</b>
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**REQUIRED CORE:**

<b>Select at least 18 units from the following:</b>	<b>18</b>
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BUSI 1A Financial Accounting (4)	
BUSI 1B Managerial Accounting (4)	
BUSI 18 Business Law (3)	
CSIS 1 Computer Information Systems (3)	
ECON 2 Principles of Economics: Macro (3)	
ECON 4 Principles of Economics: Micro (3)	
MATH 16 Elementary Statistics (4)	
MATH 17 Finite Mathematics (4)	
MATH 18 Calculus & Analytic Geometry for Bio/Soc Sci/Busi. (4)	

<b>TOTAL MAJOR UNITS</b>	<b>18</b>
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<b>Associate Degree Requirements (as described above)</b>	<b>18</b>
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*Contact an MPC counselor for major preparation at specific institutions.*

*Complete Competency Requirements, and CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).*

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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# International Business

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

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. Students can choose tracks in accounting, information processing, or entrepreneurship.

**Learning Outcomes:** Upon successful completion of the 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.
- Demonstrate an ability to accurately assess knowledge, skills, and abilities in relationship to their educational, career, and/or personal goals.

### Certificate of Achievement (Career Technical)

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>28</b>
BUSI 1A Financial Accounting (4)	
BUSI 18 Business Law (3)	
BUSI 20 Introduction to Business (3)	
BUSI 24 Business Issues and Ethics (3)	
BUSI 30 Global Management (3)	
BUSI 36 Introduction to International Marketing (3)	
BUSI 38 Multiculturalism in Corporate America (3)	
BUSI 54 Introduction to E-Marketing (3)	
ECON 4 Principles of Economics: Micro (3)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>28</b>

### Associate in Science Degree (Career Technical)

Associate Degree Major Requirements	Units
Certificate Requirements (as described above)	28
<b>Language/Cultural Component:</b> <b>Select two courses from the following:</b>	<b>6-10</b>
ANTH 4 Introduction to Cultural Anthropology (3)	
ANTH/ETNC/GWOS 30 Gender in Global Perspective (3)	
GEOG 4 Introduction to Human Geography (3)	
LING 10 Foundations of Language (3)	
POLS 2 Intro. to Comparative Government and Politics (3)	
SPCH 4 Intercultural Communication (3)	
WLAN 1A Elementary World Language I (5)	
WLAN 1B Elementary World Language II (5)	
WLAN 2A Intermediate World Language (5)	
WLAN 2B Advanced World Language (5)	
<b>Occupational Component:</b> <b>Select one track from the following:</b>	<b>4-7</b>
<b>Accounting Track:</b>	
BUSI 1B Managerial Accounting (4)	
BUSI 120B Computerized Accounting - QuickBooks (3)	
<b>Information Processing Track:</b>	
BUSC 126A Google Drive: Introduction to Word Processing (.5)	
BUSI 70 Business Communication (3)	
CSIS 50 MS Office Applications (2) & CSIS 50L MS Office Applications Lab (1)	
<b>Entrepreneurship Track:</b>	
BUSI 44 Intro. to Business Ownership/Management (3)	
COOP 91.7 Business Work Experience (1-4)	
<b>TOTAL MAJOR UNITS</b>	<b>38-45</b>
Associate Degree Requirements (as described above)	38-45
<i>Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

# Retail Management

## CERTIFICATE OF ACHIEVEMENT

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

**Learning Outcomes:** Upon successful completion of the program, 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 of Achievement (Career Technical)

Certificate Requirements		Units
<b>Group A: Foundational Courses</b>		
BUSI 70	Business Communication	3
BUSI 110	Business Mathematics	3
CSIS 50	MS Office Applications	2
CSIS 50L	MS Office Applications Lab	1
<b>Group B: Intermediate Courses</b>		
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	Introduction to International Marketing (3)	3
or BUSI 50	Introduction to Marketing (3)	
<b>Group C: Advanced Courses</b>		
BUSI 22	Human Behavior/Leadership	3
BUSI 38	Multiculturalism in Corporate America (3)	3
or BUSI 42	Human Resources Management (3)	
BUSI 52	Retail Store Management	3
<b>Additional course to any group above:</b>		<b>1-3</b>
COOP 91.7	Business Work Experience	
<b>TOTAL CERTIFICATE UNITS</b>		<b>28-31</b>

# Business Information Worker

## CERTIFICATE OF TRAINING

The Business Information Worker program is recognized by employers across the state representing highly valued office skills for a broad range of entry-level business positions. With a solid foundation in Microsoft Windows and Office as well as strong digital and web literacy skills, the Business Information Worker brings efficiency and productivity to the workplace.

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

- Produce documents and process information utilizing Microsoft Office.
- Apply basic information system concepts in a business environment.
- Demonstrate professional communication and appropriate office etiquette.

### Certificate of Training

Certificate Requirements		Units
BUSC 109	Keyboarding for Computers (1) or typing proficiency test with a typing speed of 40 wpm with 5 or fewer errors in 5 minutes (0)	0-1
BUSI 70	Business Communication	3
CSIS 1	Computer Information Systems	3
<b>Select one of the following MS Office Paths:</b>		<b>3-3.5</b>
BUSC 140	MS Word 2013: Word for Windows I (1)	
& BUSC 150	MS Excel 2013: Introduction to Spreadsheets I (1)	
& BUSC 160	MS PowerPoint: Intro. to Presentation Mgmt (1)	
& BUSC 170	MS Windows 8 (.5)	
<b>OR</b>		
CSIS 50	MS Office Applications (2)	
& CSIS 50L	MS Office Applications Lab (1)	
<b>Select one of the following soft skills classes:</b>		<b>3</b>
BUSI 22	Human Behavior/Leadership (3)	
BUSI 64	Customer Service (3)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>12-13.5</b>

# Business Technology

## CERTIFICATE OF TRAINING

The Business Technology Certificate of Training program is designed for students who seek the core business technology skills to incorporate technology into a small business. This program is designed for students who want to add technology abilities to their current skill set without the additional coursework of a broader education.

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

- Display a fundamental understanding of tools available for Web development and utilize web based technologies and resources for business requirements.
- Utilize a computerized accounting system within a small business environment.
- Understand computing fundamentals ranging from applications, to hardware, to networking appropriate to the needs of a small business.

### Certificate of Training

Certificate Requirements	Units
<b>Select 15 units from the following:</b>	<b>15</b>
BUSC 126A Google Drive: Introduction to Word Processing (.5)	
BUSI 54 Introduction to E-Marketing (3)	
BUSI 120B Computerized Accounting - QuickBooks (3) or BUSC 155 QuickBooks 2013 (1)	
CSIS 1 Computer Information Systems (3)	
CSIS 50 MS Office Applications (2) & CSIS 50L MS Office Applications Lab (1)	
CSIS 75 Introduction to Computer Hardware/A+ Prep (4)	
CSIS 76A Networking Fundamentals (3)	
CSIS 86 Network Security Fundamentals/Security+ Prep (3)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>15</b>

# Entrepreneurship

## CERTIFICATE OF TRAINING

The Business Entrepreneurship Certificate of Training program is designed for students who seek the core skills required for an entrepreneurial venture. This program is designed for students who want to add entrepreneurial abilities to their current skill set without the additional coursework of a broader education.

For further studies consider the Business Administration Associate degree with an emphasis in Entrepreneurship. Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science in Business Administration for Transfer (AS-T in Business Administration) degree.

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

- Recognize the unique attributes of successful entrepreneurs and the entrepreneurial approach to business.
- Utilize the interconnected relationships of multiple business disciplines to plan and achieve goals.
- Demonstrate knowledge and skills needed to develop a comprehensive business plan including marketing, financial, legal, and operational aspects of the business.
- Identify customer groups and develop a plan to reach and keep customers in a specific target market.

### Certificate of Training

Certificate Requirements	Units
<b>Select 15 units from the following:</b>	<b>15</b>
BUSI 20 Introduction. to Business (3)	
BUSI 36 Introduction to International Marketing (3) or BUSI 50 Introduction to Marketing (3)	
BUSI 44 Introduction to Business Ownership/Management (3)	
BUSI 46 Entrepreneurial Mindset (3)	
BUSI 49 Professional Selling (3)	
BUSI 54 Introduction to E-Marketing (3)	
BUSI 68 Entrepreneurial Start-up Ventures (3)	
BUSI 131 Financial Analysis for Entrepreneurs (3)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>15</b>

# Human Resources

## CERTIFICATE OF TRAINING

The Business Human Resources Certificate of Training program is designed for students who seek the core human resources skills involved in working within a small business. This program is designed for students who want to add human resources abilities to their current skill set without the additional coursework of a broader education.

For further studies consider the Business Administration Associate degree with an emphasis in Human Resources.

Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science in Business Administration for Transfer (AS-T in Business Administration) degree.

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

- Evaluate legal issues involving human resources within a business context.
- Understand the various functions required to operate a business.
- Practice current ethical leadership theories in a changing, diverse, teambased organization environment.
- Develop and apply HR planning, recruiting, selection, training, and other HR practices using legally sustainable professional practices that foster business success.
- Understand, analyze, and critically evaluate complex issues or problems; draw reasonable conclusions and/or generate appropriate solutions; and effectively communicate their results.

### Certificate of Training

Certificate Requirements		Units
BUSI 18	Business Law	3
BUSI 20	Introduction to Business	3
BUSI 22	Human Behavior/Leadership	3
BUSI 42	Human Resources Management	3
<b>TOTAL CERTIFICATE UNITS</b>		<b>12</b>

# Leadership

## CERTIFICATE OF TRAINING

The Business Leadership Certificate of Training program is designed for students who seek the core business leadership skills involved in working within a small business. This program is designed for students who want to add leadership abilities to their current skill set without the additional coursework of a broader education.

For further studies consider the Business Administration Associate degree with an emphasis in Leadership.

Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science in Business Administration for Transfer (AS-T in Business Administration) degree.

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

- Recognize the unique attributes of successful entrepreneurs and the entrepreneurial approach to business.
- Utilize the interconnected relationships of multiple business disciplines to plan and achieve goals.
- Demonstrate knowledge and skills needed to develop a comprehensive business plan including marketing, financial, legal, and operational aspects of the business.
- Identify customer groups and develop a plan to reach and keep customers in a specific target market.

### Certificate of Training

Certificate Requirements		Units
BUSI 22	Human Behavior/Leadership	3
BUSI 24	Business Issues and Ethics	3
BUSI 38	Multiculturalism in Corporate America	3
BUSI 70	Business Communication	3
<b>TOTAL CERTIFICATE UNITS</b>		<b>12</b>

# Sales and Marketing

## CERTIFICATE OF TRAINING

The Business Sales and Marketing Certificate of Training program is designed for students who seek the core skills required for an entry-level sales or marketing position. This program is designed for students who want to add sales and marketing skills to their current skill set without the additional coursework of a broader education.

For further studies consider the Business Administration Associate degree with an emphasis in Sales and Marketing.

Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science in Business Administration for Transfer (AS-T in Business Administration) degree.

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

- Utilize the concepts of product, place, price, and promotion in the marketing process.
- Make decisions regarding e-marketing tools and apply those tools to advance marketing objectives.
- Develop customer intimacy and address customer needs effectively.
- Implement sales strategies in a variety of business situations.

### Certificate of Training

Certificate Requirements	Units
BUSI 49 Professional Selling	3
BUSI 50 Introduction to Marketing	3
BUSI 54 Introduction to E-Marketing	3
BUSI 64 Customer Service	3
<b>TOTAL CERTIFICATE UNITS</b>	<b>12</b>

## COURSE DESCRIPTIONS

### Business

#### BUSI 1A FINANCIAL ACCOUNTING

**4 units • LG-P/NP • Four hours lecture**

This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. May also be offered online. [C-ID ACCT 110]

**Advisories:** BUSI 110; BUSI 120A; eligibility for ENGL 1A; eligibility for MATH 263

**Credit transferable:** CSU, UC

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

#### BUSI 1B MANAGERIAL ACCOUNTING

**4 units • LG-P/NP • Four hours lecture**

This is the study of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. May also be offered online. [C-ID ACCT 120]

**Prerequisites:** BUSI 1A

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155; eligibility for MATH 263

**Credit transferable:** CSU, UC

#### BUSI 18 BUSINESS LAW

**3 units • LG-P/NP • Three hours lecture**

Fundamental legal principles pertaining to business transactions. Introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes. May also be offered online. [C-ID BUS 125]

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

#### BUSI 20 INTRODUCTION TO BUSINESS

**3 units • LG-P/NP • Three hours lecture**

This course offers a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. May also be offered online. [C-ID BUS 110]

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

#### BUSI 22 HUMAN BEHAVIOR/LEADERSHIP

**3 units • LG-P/NP • 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 1A

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area E; MPC, Area A2

#### BUSI 24 BUSINESS ISSUES AND ETHICS

**3 units • LG-P/NP • 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. May also be offered online.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU



**BUSI 30 GLOBAL MANAGEMENT**

**3 units • LG-P/NP • 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 or ENSL 110 and 155**  
**Credit transferable: CSU**

**BUSI 36 INTRODUCTION TO INTERNATIONAL MARKETING**

**3 units • LG-P/NP • 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. May also be offered online.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**

**BUSI 38 MULTICULTURALISM IN CORPORATE AMERICA**

**3 units • LG-P/NP • 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. The following American cultures are addressed: African, Indian, Asian, Chicano/Latino, and European.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU, UC**  
**General Ed. Credit: MPC, Area F**

**BUSI 40 PRINCIPLES OF MANAGEMENT**

**3 units • LG-P/NP • Three hours lecture**

This course reviews the operational analysis of the manager's role in all types of organizations. Topics include management issues in planning, organizing, staffing, directing, and controlling. May also be offered online.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**

**BUSI 42 HUMAN RESOURCES MANAGEMENT**

**3 units • LG-P/NP • Three hours lecture**

Personnel/human resources 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. May also be offered online.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and 155**  
**Credit transferable: CSU**  
**General Ed. Credit: MPC, Area A2**

**BUSI 44 INTRODUCTION TO BUSINESS OWNERSHIP/MANAGEMENT**

**3 units • LG-P/NP • 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 or ENSL 110 and 155**  
**Credit transferable: CSU**  
**General Ed. Credit: MPC, Area E2**

**BUSI 46 ENTREPRENEURIAL MINDSET**

**3 units • LG • Three hours lecture**

This course offers a comprehensive study of the impact that entrepreneurs have had throughout history and around the world. Emphasis is placed on the traits that have enabled these entrepreneurs to thrive in various eras, diverse cultures, and challenging economic circumstances, highlighting the contributions that these innovations have made to society. Secondly, students analyze, research, and create a basic business plan for an entrepreneurial undertaking of their choice.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**  
**General Ed. Credit: MPC, Area D**

**BUSI 49 PROFESSIONAL SELLING**

**3 units • LG-P/NP • Three hours lecture**

This course is designed to build skills required for any type of sales career: retail sales, business to business, even entrepreneurial sales to help build one's own company. Course topics include customer behavior, the complete sales cycle from prospecting to closing, serving the customer, negotiating, and more. May also be offered online.

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

**BUSI 50 INTRODUCTION TO MARKETING**

**3 units • LG-P/NP • Three hours lecture**

This course introduces strategic marketing and the marketing environment, including emphasis on customer-centric marketing and technology. Actionable tools such as marketing research and target marketing are learned through study and application. Core decision making is covered, from product research and development in goods and services to pricing options, promotion alternatives, and distribution choices. May also be offered online.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**

**BUSI 52 RETAIL STORE MANAGEMENT**

**3 units • LG-P/NP • 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 or ENSL 110 and 155**  
**Credit transferable: CSU**

**BUSI 54 INTRODUCTION TO E-MARKETING****3 units • LG-P/NP • Three hours lecture**

Students explore concepts of conducting business on the Internet through hands-on activities and website visits. Topics include Internet marketing, social media and crowd-sourcing, buying and selling online, website development and design, web analytics, and customer relationship management.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****BUSI 56 ART ENTREPRENEURSHIP AND MANAGEMENT****3 units • LG-P/NP • Three hours lecture**

This course begins with a brief overview of the global art marketplace, including the history of the art business, the consumption of art, and the economics of art. The main emphasis of the course is on the processes involved in starting, managing, and growing an art business. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area E2****BUSI 60 FINANCIAL PLANNING AND MONEY MANAGEMENT****3 units • LG-P/NP • Three hours lecture**

This how-to course covers financial goal setting, career and income issues, cash and debt management, credit use, major purchase/loan decisions (car, home), tax considerations, insurance, retirement planning, and estate transfer. Step-by-step procedures are provided including analysis and decision-making templates. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area E1****BUSI 62 PRINCIPLES OF INVESTMENT****3 units • LG-P/NP • Three hours lecture**

This introductory course covers the fundamentals of investments such as stocks, bonds, and mutual funds, along with basic investment approaches. Vocabulary and concepts introduced include risk, reward, and behavioral finance. Students apply learned analysis methods using real-world online data. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area E2****BUSI 64 CUSTOMER SERVICE****3 units • LG-P/NP • Three hours lecture**

This highly practical course provides insight into the customer service environment and essential workplace skills including problem-solving, dealing with difficult customers, and managing customer service. Communications basics of listening, non-verbal communication, and technology communications are also covered. Also offered as Hospitality 64; credit may be earned only once. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****BUSI 68 ENTREPRENEURIAL START-UP VENTURES****3 units • LG • Two hours lecture; three hours lab; one hour lab by arrangement**

In a lecture and laboratory setting, this comprehensive project-based capstone course engages teams of students to create a product to bring to market in the local community. Critical topics include designing, executing, marketing, and tracking the effectiveness of their product and business plan throughout the start-up process.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area E2****BUSI 70 BUSINESS COMMUNICATION****3 units • LG-P/NP • Three hours lecture**

This course applies the principles of ethical and effective communication to the creation of letters, memos, e-mails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. May also be offered online.

[C-ID BUS 115]

**Prerequisites: ENGL 1A****Credit transferable: CSU****BUSI 88 AUTOMOTIVE SERVICE MANAGEMENT****3 units • LG-P/NP • Three hours lecture**

This class introduces the critical concepts and processes for running the business end of an automotive service enterprise. Key topics include profits, business analysis, workflow, computerized shop management systems, communication, customer relationship management, and more. Also offered as Automotive Technology 88; credit may be earned only once.

**Advisories: Eligibility for ENGL 1A**

**Enrollment limitation:** Entering students should have a background in automotive service and/or have completed significant automotive service technical coursework to ensure a familiarity with the automotive service vocabulary and environment.

**Credit transferable: CSU****General Ed. Credit: MPC, Area E2****BUSI 110 BUSINESS MATHEMATICS****3 units • LG-P/NP • Three hours lecture**

This course reviews the application of mathematics in various business functions and includes simple and compound interest, installment financing, taxes, insurance, merchandising, and other topics.

**Advisories: Eligibility for MATH 261****General Ed. Credit: MPC, Area A2**

**BUSI 120A BASIC ACCOUNTING****3 units • LG-P/NP • Three hours lecture; one hour lab**

This course covers double-entry, accrual accounting procedures, including recording transactions, end-of-period worksheets and adjustments, cash control, accounts receivable and payable, and payroll procedures. It serves as basic training for bookkeeping and accounting occupations.

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155; eligibility for MATH 351

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

**BUSI 120B COMPUTERIZED ACCOUNTING – QUICKBOOKS****3 units • LG-P/NP • Three hours lecture; one hour lab**

This course provides an introduction to and practical application of accounting software to general ledger, accounts payable, accounts receivable, payroll, and the accounting cycle.

**Advisories:** BUSI 1A; or BUSI 120A; or familiarity with accounting cycle; eligibility for ENGL 111 or ENSL 110 and 155; eligibility for MATH 351

**BUSI 131 FINANCIAL ANALYSIS FOR ENTREPRENEURS****3 units • LG-P/NP • Three hours lecture**

This course enables students to learn how to use financial statements to optimally manage a business. It covers the analysis and use of the three primary financial statements: income statement, balance sheet, and statement of cash flows. Portions of instruction may be offered online; may also be offered fully online.

**Business Skills Center**

A wide range of office technology courses is offered through the Business Skills Center. Course syllabus and requirements are explained when students come into the lab at their convenience. 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 51 hours of lab plus homework.

**BUSC 108 INDIVIDUALIZED COMPUTER AND TYPING SKILLS****.5-1 unit • P/NP • Three hours lab per week for each unit of credit**

BUSC 108 is for students who want to strengthen or add to their previous typing skills. Instructors work with students to assign a program of study and meet with students regularly to monitor progress on assignments.

**Advisories:** BUSC 109 or basic typing skills

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

**BUSC 109 KEYBOARDING FOR COMPUTERS****1 unit • P/NP • Total hours: Fifty-one 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. May also be offered online.

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

**BUSC 117A BUSINESS MACHINE CALCULATIONS I****.5 unit • LG-P/NP • Total hours: Twenty-five and one-half 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-P/NP • Total hours: Twenty-five and one-half hours lab**

This course is a continuation of BUSC 117A. Students apply ten-key calculator skills learned in BUSC 117A to solving common business problems on an electronic ten-key calculator. Application exercises deal with the solution of common business and accounting problems.

**Advisories:** BUSC 117A; MATH 351

**BUSC 126A GOOGLE DRIVE: INTRODUCTION TO WORD PROCESSING****.5 unit • LG-P/NP • Total hours: Twenty-five and one-half hours lab**

In this introductory course, students use the beginning functions of cloud-based business applications Google Drive and Google Documents. May also be offered online.

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

**BUSC 126B GOOGLE DRIVE:  
INTRODUCTION TO SPREADSHEETS****.5 unit • LG-P/NP • Total hours: Twenty-five and one-half hours lab**

In this introductory course, students use beginning functions of cloud based business application Google Drive and are introduced to spreadsheet concepts with Google Spreadsheet. May also be offered online.

**BUSC 140 MICROSOFT WORD 2013:  
WORD FOR WINDOWS I****1 unit • LG-P/NP • Total hours: Fifty-one hours lab**

In this introductory course, students use beginning functions of Microsoft Word for Windows. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** BUSC 109 or basic keyboarding skills;  
eligibility for ENGL 111 or ENSL 110 and 155  
**General Ed. Credit:** MPC, Area E2

**BUSC 141 MICROSOFT WORD 2013:  
WORD FOR WINDOWS II****1 unit • LG-P/NP • Total hours: Fifty-one hours lab**

This course is a continuation of the introductory course BUSC 140 (formerly BUSC 100B). Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** BUSC 140 (or BUSC 100A) or basic MS Word skills;  
eligibility for ENGL 111 or ENSL 110 and 155

**BUSC 142 MICROSOFT WORD 2013:  
WORD FOR WINDOWS III****1 unit • LG-P/NP • Total hours: Fifty-one hours lab**

This course is a continuation of BUSC 141 (formerly BUSC 100C). Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** BUSC 141 (or BUSC 100B) or basic MS Word skills;  
eligibility for ENGL 111 or ENSL 110 and 155

**BUSC 143 MICROSOFT WORD 2013:  
ADVANCED WORD FOR WINDOWS****1 unit • LG-P/NP • Total hours: Fifty-one hours lab**

Students learn advanced features of Microsoft Word for Windows. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** BUSC 142 (or BUSC 100C) or basic MS Word skills;  
eligibility for ENGL 111 or ENSL 110 and 155

**BUSC 150 MICROSOFT EXCEL 2013:  
INTRODUCTION TO SPREADSHEETS I****1 unit • LG-P/NP • Total hours: Fifty-one hours lab**

In this introductory course students learn beginning electronic spreadsheet functions of Microsoft Excel. Emphasis is placed on creating a worksheet, formatting data, and entering basic formulas. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155  
**General Ed. Credit:** MPC, Area E2

**BUSC 151 MICROSOFT EXCEL 2013:  
INTRODUCTION TO SPREADSHEETS II****1 unit • LG-P/NP • Total hours: Fifty-one hours lab**

This course is a continuation of BUSC 150 (formerly BUSC 119A). It covers electronic spreadsheet functions of Microsoft Excel. Emphasis is placed on working with formulas, multiple-sheet workbooks, formatting techniques, page setup, use of images, charting, and printing techniques. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** BUSC 150 (or BUSC 119A) or basic spreadsheet  
preparation skills; eligibility for ENGL 111 or ENSL 110 and 155

**BUSC 155 QUICKBOOKS 2013****1 unit • LG-P/NP • Total hours: Fifty-one hours lab**

Students are provided introductory hands-on training in QuickBooks in a simulated office. 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. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155  
**General Ed. Credit:** MPC, Area E2

**BUSC 160 MICROSOFT POWERPOINT:  
INTRODUCTION TO PRESENTATION  
MANAGEMENT****1 unit • LG-P/NP • Total hours: Fifty-one hours lab**

This course offers introductory hands-on training in Microsoft PowerPoint, the most common presentation management software. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155  
**General Ed. Credit:** MPC, Area E2

**BUSC 170 MICROSOFT WINDOWS 8****.5 unit • LG-P/NP • Total hours: Twenty-five and one-half hours lab**

Students are introduced to the use of Microsoft Windows. Self-paced exercises are used to teach basic Windows skills, including how to manage accounts, files and folders. The course gives the students a good foundation in computer basics for academic, employment, and home use. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155  
**General Ed. Credit:** MPC, Area E2

**BUSC 180 BUSINESS DESKTOP PUBLISHING****1 unit • LG-P/NP • Total hours: Fifty-one 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. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** BUSC 109; or BUSC 170

# Chemistry

## DEGREE

Chemistry – Associate in Science

# Chemistry

## ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree with an emphasis in Chemistry is designed to prepare students who wish to pursue a Bachelor's degree in Chemistry at a four-year institution. Students enrolled in this program will use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.

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

- Describe the particle nature of matter, explain the attractions and/or bonds between chemical units, and predict the physical and chemical properties they possess.
- Describe chemical compounds and their reactions using the fundamental language of chemistry, including the use of proper chemical names, molecular formulas, chemical equations, structural drawings, and reaction mechanisms.
- Predict the likelihood and extent of a chemical reaction by analyzing the kinetic and thermodynamic properties of the system.
- Solve chemistry-specific problems by identifying the essential parts of the problem, formulating a strategy for solving the problem, applying appropriate techniques to arrive at a solution, testing the correctness of the solution, and interpreting the results.
- Successfully execute chemistry experiments using standard laboratory equipment, modern instrumentation, and classical purification techniques.
- Communicate the concepts and results of chemistry experiments through effective writing and/or oral communication using the discipline standards for reporting and citation.
- Follow the proper procedures and regulations for safe handling and use of chemicals.

### Associate in Science Degree

Associate Degree Major Requirements	Units
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#### REQUIRED CORE:

<i>Select at least 39 units from the following</i>	39
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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 with Analytic Geometry I (5)
MATH 20B	Calculus with Analytic Geometry II (5)
MATH 20C	Calculus of Several Variables (5)
PHYS 3A	Science and Engineering Physics I (4)
PHYS 3B	Science and Engineering Physics II (4)
PHYS 3C	Science and Engineering Physics III (4)

<b>TOTAL MAJOR UNITS</b>	<b>39</b>
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Associate Degree Requirements (as described above)	39
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Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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## COURSE DESCRIPTIONS

### CHEM 1A GENERAL CHEMISTRY I

**5 units • LG-P/NP • Three hours lecture; six hours lab**

This is the first course of a two-semester sequence. It is designed for students entering science, medicine, and related professions. The course covers nomenclature, quantum theory, periodic properties, chemical reactions, stoichiometry, gas laws, molecular structure and bonding, states of matter, descriptive chemistry, and solutions. [C-ID CHEM 110; CHEM 120S with CHEM 1B]

**Prerequisites:** CHEM 2 or high school chemistry; and CHEM 30A; and MATH 263 or high school intermediate algebra

**Enrollment limitation:** Students are urged to complete both CHEM 1A and CHEM 1B at MPC.

**Credit transferable:** CSU, UC

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

### CHEM 1B GENERAL CHEMISTRY II

**5 units • LG-P/NP • 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 organic chemistry, kinetics, equilibrium, solution chemistry, acids and bases, thermodynamics, electrochemistry, coordination chemistry, and nuclear chemistry. The six-hour laboratory is closely correlated to the lecture and includes qualitative and quantitative analysis. [C-ID CHEM 120S with CHEM 1A]

**Prerequisites:** CHEM 1A; and MATH 263 or high school intermediate algebra

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1, B3; IGETC, Area 5A, 5C

### CHEM 2 FUNDAMENTAL CHEMISTRY

**4 units • LG-P/NP • Three hours lecture; three hours lab**

CHEM 2 is an introductory-level course in chemistry designed to prepare students for CHEM 1A. It provides study of the basic principles of chemistry with special emphasis on problem-solving methods. The course is designed especially for the student who plans to enroll in CHEM 1A but lacks the necessary prerequisites.

**Prerequisites:** High school algebra or MATH 261

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

**CHEM 10 EVERYDAY CHEMISTRY****3 units • LG-P/NP • Three hours lecture**

CHEM 10 is a non-mathematical course for non-science majors and anyone else interested in how chemistry is involved in the workings of everyday objects and events in their lives. Topics of current and global importance are discussed, including the greenhouse effect and the ozone layer. Portions of instruction may be offered online; may also be offered fully online.

**Corequisites: CHEM 10L****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area B1; IGETC, Area 5A; MPC, Area B****CHEM 10L EVERYDAY CHEMISTRY LAB****1 unit • LG-P/NP • Three hours lab**

Students are provided fundamental laboratory studies and examinations of topics introduced in CHEM 10.

**Corequisites: CHEM 10****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area B3; IGETC, Area 5C; MPC, Area B****CHEM 12A ORGANIC CHEMISTRY I****5 units • LG-P/NP • Three hours lecture; six hours lab**

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. [C-ID CHEM 150; CHEM 160S with CHEM 12B]

**Prerequisites: CHEM 1B****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A, 5C****CHEM 12B ORGANIC CHEMISTRY II****5 units • LG-P/NP • Three hours lecture; six hours lab**

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. [C-ID CHEM 160S with CHEM 12A]

**Prerequisites: CHEM 12A****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A, 5C****CHEM 30A INTRODUCTORY CHEMISTRY FOR HEALTH SCIENCES****4 units • LG • Three hours lecture; three hours lab**

This is an introductory chemistry course covering the principles of inorganic and organic chemistry. It is designed for students intending to enter many health science fields. The course is appropriate for most baccalaureate programs in nursing, dental hygiene, family and consumer science, and kinesiology. Does not meet chemistry requirements for pre-medicine, pre-dentistry or laboratory technician majors.

**Prerequisites: MATH 261 or high school algebra****Advisories: Eligibility for ENGL 111 or ENSL 110 and 155****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A, 5C; MPC, Area B****CHEM 30B ORGANIC AND BIOLOGICAL CHEMISTRY FOR HEALTH SCIENCES****4 units • LG • Three hours lecture; three hours lab**

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. It offers an in-depth study of principles of organic and biological chemistry related to the health science field, including organic nomenclature, structures, properties, and reactions, as well as biomolecules, metabolism, and physiological chemistry. Does not meet chemistry requirements for pre-medicine, pre-dentistry, or laboratory technician majors.

**Prerequisites: CHEM 30A****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A, 5C**

# Child Development

*See EARLY CHILDHOOD EDUCATION.*

# Cinema / Film / Video

*See ART – BROADCAST TECHNOLOGY.*

# Communication Studies

## DEGREE

Communication Studies –  
Associate in Arts for Transfer



## Communication Studies

### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

Communication Studies is, generally speaking, the study of human communication. The Associate in Arts in Communication Studies for Transfer degree (AA-T in Communication Studies) program assists students in improving their communication skills and is designed to prepare students for a major in Communication Studies. The course of study promotes understanding, analysis, and effective application of theories related to communication in interpersonal, group, public, organizational, multicultural, and/or mediated contexts. The program prepares students to transfer into the CSU system to pursue a baccalaureate degree in Communication Studies or related major. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.

### Associate in Arts for Transfer Degree

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>9</b>
SPCH 1 Public Speaking (3)	
SPCH 2 Small Group Communication (3)	
SPCH 3 Interpersonal Communication (3)	
<b>LIST A: Select two courses from the following:</b>	<b>6</b>
COMM 5 Mass Media Methods (3)	
SPCH 4 Intercultural Communication (3)	
SPCH 5 Oral Interpretation of Literature (3)	
SPCH 10 Introduction to Communication Theory (3)	
<b>LIST B: Select one course from the following or any course from LIST A not already selected:</b>	<b>3</b>
ENGL 2 Argumentative Writing and Critical Thinking (3)	
PSYC 1 General Psychology (3)	
SOCI 1 Introduction to Sociology (3)	
<b>TOTAL MAJOR UNITS</b>	<b>18</b>
<b>Associate Degree Requirements (as described above)</b>	<b>18</b>
<i>Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

### Communication Studies

#### COMM 5 MASS MEDIA METHODS

**3 units • LG-P/NP • Three hours lecture**

This course offers a survey of mass communication and the interrelationships of media with society, including history, structure, and trends in a digital age. It includes discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. Portions of instruction may be offered online; may also be offered fully online. [C-ID JOUR 100]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

#### COMM 7 NEWS WRITING WORKSHOP

**3 units • LG-P/NP • Three hours lecture**

This course offers an introduction to the principles of news writing and editing, including interviewing, information gathering, critical understanding of news sources, ethical decision making, and writing of news, editorial, and feature articles. It includes readings in journalism and experience working on the staff of the student-operated newspaper, website, and social media. Topics also include responsible journalism principles and questions of ethics, liability, and litigation. Portions of instruction may be offered online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

#### COMM 35 INTRODUCTION TO NONVERBAL COMMUNICATION

**3 units • LG-P/NP • Three hours lecture**

Of all human communication, 70% or more is nonverbal. This course introduces the biological and environmental roots of nonverbal communication and how the body, face, eyes, voice, movement, distance, and time are used to communicate without words. The role of nonverbal communication in forming and maintaining personal and non-personal relationships, establishing one's identity in society, and deception are presented. Methods of nonverbal communication research are also introduced. Also offered as Linguistics 35; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

**General Ed. Credit: CSU, Area D; MPC, Area C, D, E1**

# Speech Communication

## SPCH 1 PUBLIC SPEAKING

**3 units • LG-P/NP • Three hours lecture**

This course focuses on the theory and techniques of public speaking in a democratic society. Emphasis is placed on discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches, including informative and persuasive speeches. [C-ID COMM 110]

**Prerequisites:** ENGL 111 or ENSL 110

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area A1; IGETC, Area 1C; MPC, Area A2

## SPCH 2 SMALL GROUP COMMUNICATION

**3 units • LG-P/NP • Three hours lecture**

This course focuses on principles of communication in a variety of group contexts. It emphasizes theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision making, and leadership. [C-ID COMM 140]

**Prerequisites:** ENGL 111 or ENSL 110

**Advisories:** ENSL 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area A1; IGETC, Area 1C; MPC, Area A2

## SPCH 3 INTERPERSONAL COMMUNICATION

**3 units • LG-P/NP • Three hours lecture**

Students learn principles of verbal and nonverbal transactions that occur in relationships. The course includes the study of theory and research findings and their application to communication in interpersonal relationships in personal and professional contexts. [C-ID COMM 130]

**Prerequisites:** ENGL 111 or ENSL 110

**Advisories:** ENSL 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area A1; MPC, Area A2

## SPCH 4 INTERCULTURAL COMMUNICATION

**3 units • LG-P/NP • Three hours lecture**

This course is an introduction to intercultural communication in domestic and/or global contexts. It emphasizes the influence of cultures, languages, and social patterns on how members communicate with themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures is addressed. [C-ID COMM 150]

**Prerequisites:** ENGL 111 or ENSL 110

**Advisories:** ENSL 155

**Credit transferable:** CSU, UC

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

## SPCH 5 ORAL INTERPRETATION OF LITERATURE

**3 units • LG-P/NP • Three hours lecture**

This course provides an introduction to performance studies. Students are introduced to the oral traditions of storytelling as well as the analysis, appreciation, and application of theories of interpretative performance. Emphasis is placed on the study of literary genres (prose, poetry, and drama), styles of composition, editing techniques, and performance skills. [C-ID COMM 170]

**Prerequisites:** ENGL 1A

**Advisories:** ENGL 1B

**Credit transferable:** CSU, UC

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

## SPCH 10 INTRODUCTION TO COMMUNICATION THEORY

**3 units • LG-P/NP • Three hours lecture**

This course is a survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, and methods of human communication as an academic field of study. [C-ID COMM 180]

**Prerequisites:** ENGL 111 or ENSL 110

**Advisories:** ENSL 155

**Credit transferable:** CSU, UC

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



# Computer Science and Information Systems

## DEGREES

**Computer Information Systems –**  
Associate in Science (Career Technical)

**Computer Networking and Security –**  
Associate in Science (Career Technical)

## CERTIFICATE OF ACHIEVEMENT (Career Technical)

**Computer Networking and Security**

## CERTIFICATE OF TRAINING

**Computer Programming and Game Design Fundamentals**

**IT Computer Retail Sales and Support**

**IT Help Desk and User Support**

**IT Technician - Networking Specialization**

# Computer Information Systems

## ASSOCIATE IN SCIENCE DEGREE (Career Technical)

This program prepares students for transfer into baccalaureate programs in Information and Communication Technologies (ICT), Business Information Systems (BIS), and Computer Information Systems (CIS). Students gain practical experience in computing and networking technologies and prepare for careers in IT support, IT management, and/or independent infrastructure consulting.

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

- Effectively solve common computer hardware, software, security and networking problems that arise in the business application of information technology.
- Design and develop software applications.
- Apply essential networking skills to configure and maintain a reliable network infrastructure.
- Analyze, configure and evaluate complex issues or problems.

## Associate in Science Degree (Career Technical)

Associate Degree Major Requirements		Units
<b>REQUIRED CORE:</b>		<b>13</b>
CSIS 1	Computer Information Systems (3)	
CSIS 9	Programming Fundamentals: Python (3)	
CSIS 75	Introduction to Computer Hardware/A+ Prep (4)	
CSIS 76A	Networking Fundamentals (3)	
<b>Select two courses from the following:</b>		<b>6</b>
BUSI 70	Business Communication (3)	
CSIS 51C	Database Processing (3)	
CSIS 72A	Managing and Maintaining Windows Server (3)	
CSIS 77	Web Design and Publishing (3)	
CSIS 86	Network Security Fund./Security+ Prep (3)	
CSIS 87	Computer Forensics (3)	
CSIS 88	Security Practices: Penetration Testing and Discovery (3)	
CSIS 177A	Routing and Switching Basics (3)	
<b>Select one course from the following:</b>		<b>4-5</b>
MATH 16	Elementary Statistics (4)	
MATH 17	Finite Math (4)	
MATH 18	Calculus & Analytic Geometry for Bio/Soc Sci/Busi (4)	
MATH 20A	Calculus with Analytic Geometry I (5)	
<b>TOTAL MAJOR UNITS</b>		<b>23-24</b>
<b>Associate Degree Requirements (as described above)</b>		<b>23-24</b>
<i>Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).</i>		
<b>TOTAL DEGREE UNITS</b>		<b>60</b>

# Computer Networking and Security

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

The Computer Networking and Security program prepares students for employment in the Information Technology (IT) sector, including positions in network and information security administration, Microsoft system administration, network administration, and technical support. It also prepares students for certification through the Cisco Certified Network Academy and in security and Microsoft client and server technologies.

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

- Implement and configure Cisco routers to perform local and wide area network routing using various routing protocols.
- Configure and manage Cisco switches to perform local area network switching.
- Implement and configure security on local and wide area networks.
- Configure and manage wide area network technologies.

### Certificate of Achievement (Career Technical)

Core Certificate Requirements	Units
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<b>REQUIRED CORE:</b>	<b>18</b>
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CSIS 76A	Networking Fundamentals (3)	
CSIS 80	Introduction to UNIX and Linux (3)	
CSIS 86	Network Security Fund./Security+ Prep (3)	
CSIS 177A	Routing and Switching Basics (3)	
CSIS 178A	Network Scaling Concepts (3)	
CSIS 179A	Interconnecting Networks (3)	

<b>TOTAL CERTIFICATE UNITS</b>	<b>18</b>
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### Associate in Arts Degree (Career Technical)

Associate Degree Major Requirements	Units
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<b>Certificate Requirements (as described above)</b>	<b>18</b>
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<b>Additional Degree Requirements:</b>	<b>6</b>
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CSIS 72A	Managing and Maintaining Windows Server (3)	
CSIS 83A	Microsoft Client Operating Systems (3)	

<b>OPTION 1: IT Support Technician:</b>	<b>7</b>
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CSIS 9	Programming Fundamentals: Python (3)	
CSIS 75	Introduction to Computer Hardware/A+ Prep (4)	

<b>OPTION 2: Cybersecurity Specialist:</b>	<b>6</b>
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CSIS 87	Computer Forensics (3)	
CSIS 88	Security Practices: Penetration Testing and Discovery (3)	

<b>TOTAL MAJOR UNITS</b>	<b>30-31</b>
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<b>Associate Degree Requirements (as described above)</b>	<b>30-31</b>
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Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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# Computer Programming and Game Design Fundamentals

## CERTIFICATE OF TRAINING

The Certificate of Training in Computer Programming and Game Design Fundamentals provides students with an understanding of techniques and tools used in software development, video game design, and other computer science pathways.

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

- Write simple computer programs using structured and object-oriented programming techniques in Python, Java, and C++.
- Design a computer video game that incorporates 2D computer graphics, animation, sound, and music.

### Certificate of Training

Certificate Requirements	Units
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CSIS 1	Computer Information Systems	3
CSIS 9	Programming Fundamentals: Python	3
CSIS 10A	Programming Methods I: Java	4
CSIS 10C	Programming Methods I.5: C and C++	4
CSIS 114	Game Programming: Behind the Scenes	1

<b>TOTAL CERTIFICATE UNITS</b>	<b>15</b>
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# IT Computer Retail Sales & Support

## CERTIFICATE OF TRAINING

The IT Computer Retail Sales & Support certificate is a first step into the world of information and communications technology (ICT) and is designed to provide knowledge and skills to work in retail sale and support of computers, handheld devices, networking services, or cell phones. This certificate focuses on critical employment skills in business and customer service along with technical skills in MS Office, IT concepts, networking, and hardware, to prepare students for the A+ certification exam.

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

- Apply the principles of successful business operation to business situations.
- Describe the principles and processes of successful business communications and apply them to given situations.
- Solve common business problems using appropriate Information Technology applications and systems.
- Demonstrate the ability to put a computer together, analyze, configure, and solve hardware problems.

### Certificate of Training

Certificate Requirements		Units
BUSI 20	Introduction to Business	3
or BUSI 70	Business Communication (3)	
BUSI 64	Customer Service	3
CSIS 1	Computer Information Systems	3
CSIS 50	MS Office Applications	2
CSIS 50L	MS Office Applications Lab	1
CSIS 75	Introduction to Computer Hardware/A+ Prep	4
<b>TOTAL CERTIFICATE UNITS</b>		<b>16</b>

# IT Help Desk and User Support

## CERTIFICATE OF TRAINING

The IT Help Desk and User Support certificate prepares students for skills in networking and security that can lead to employment in IT Help Desk and User Support. This function can be performed in-store, onsite, or more commonly online. This certificate focuses on building knowledge and skills in networking and security as well as solid customer service skills necessary for entry-level information technology jobs.

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

- Implement and configure Cisco routers and switches for a basic network.
- Implement and configure security on local and wide area networks.
- Manage the installation and configuration of Windows client operating system.
- Manage and maintain Windows Server Operating System.

### Certificate of Training

Certificate Requirements		Units
CSIS 72A	Managing and Maintaining Windows Server	3
CSIS 76A	Networking Fundamentals	3
CSIS 83A	Microsoft Client Operating System	3
CSIS 86	Network Security Fundamentals/Security+Prep	3
<b>TOTAL CERTIFICATE UNITS</b>		<b>12</b>

# IT Technician - Networking Specialization

## CERTIFICATE OF TRAINING

The IT Technician - Networking Specialization certificate moves beyond basic Help Desk/User Support by incorporating advanced technical knowledge and skills with specialization in networking and security, including preparation for Cisco Certified Network Associate (CCNA) Routing and Switching, Cisco Certified Entry Networking Technician (CCENT), and Certified Ethical Hacker (CEH) certifications.

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

- Install and configure basic routing and switching elements.
- Use standard Unix/Linux command line tools to complete a significant file management project.

### Certificate of Training

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>9</b>
CSIS 9 Programming Fundamentals: Python (3)	
CSIS 80 Introduction to Unix and Linux (3)	
CSIS 177A Routing and Switching Basics (3)	
<b>OPTION 1: IT Cybersecurity Specialist:</b>	<b>6</b>
CSIS 87 Computer Forensics (3)	
CSIS 88 Security Practices: Penetration Testing and Discovery (3)	
CSIS 177A Routing and Switching Basics (3)	
<b>OPTION 2: Networking Specialist:</b>	<b>6</b>
CSIS 178A Network Scaling Concepts (3)	
CSIS 179A Interconnecting Networks (3)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>15</b>

## COURSE DESCRIPTIONS

### CSIS 1 COMPUTER INFORMATION SYSTEMS

**3 units • LG-P/NP • Two hours lecture; three hours lab**

This course offers an examination of information systems and their role in business. Focus is on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware, and software components. Application of these concepts and methods is achieved through hands-on projects developing computer-based solutions to business problems. May also be offered online. [C-ID ITIS 120]

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area A2

### CSIS 9 PROGRAMMING FUNDAMENTALS: PYTHON

**3 units • LG-P/NP • Two hours lecture; three hours lab**

This course introduces the fundamental ideas in computer science using Python, an interpreted, object-oriented programming language known for its ease of use. Students develop skills in the design and implementation of algorithms while working with numerical computation, text processing, graphics, image processing, and networking applications. This is the recommended first course for computer science majors. Portions of instruction may be offered online; may also be offered fully online. [C-ID COMP 112]

**Advisories:** CSIS 1; eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area A2

### CSIS 10A PROGRAMMING METHODS I: JAVA

**4 units • LG-P/NP • Four hours lecture; one hour lab**

This Java programming course introduces the discipline of computer science utilizing practical hands-on problem-solving. Content includes principles of algorithm design, representation of data, objects and classes, arrays, effective programming style, and use of a debugger. May also be offered online. [C-ID COMP 122]

**Advisories:** CSIS 1; MATH 263; eligibility for ENGL 111 or ENSL 110 and 155

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area A2

### CSIS 10B PROGRAMMING METHODS II: JAVA

**4 units • LG-P/NP • Three hours lecture; three hours lab**

This course covers the application of software engineering techniques to the design and development of large programs, grounding students in the use of data abstraction, data structures, and associated algorithms. Coverage includes vectors, linked lists, stacks, queues, trees, maps and hash tables, graphs, sorting, searching, and a significant project. May also be offered online. [C-ID COMP 132]

**Prerequisites:** CSIS 10A or CSIS 10C

**Advisories:** CSIS 12; ENGL 1A

**Credit transferable:** CSU, UC

### CSIS 10C PROGRAMMING METHODS I.5: C AND C++

**4 units • LG-P/NP • Three hours lecture; three hours lab**

This intermediate C and C++ programming course provides deeper coverage of computer science while introducing the interface of software with the physical world. Coverage includes basic syntax, user-defined classes, arrays and STL, and the development of simple linked data structures. Can be taken before or after Computer Science and Information Systems 10B. Portions of instruction may be offered online; may also be offered fully online. [C-ID COMP 122]

**Prerequisites:** CSIS 9; or CSIS 10A; or ENGR 17

**Advisories:** ENGL 1A

**Credit transferable:** CSU, UC

**CSIS 11 COMPUTER ARCHITECTURE AND ORGANIZATION****3 units • LG-P/NP • Two hours lecture; three hours lab**

This course provides an introduction to the organization and structure of computer systems, machine architectures, elemental computer circuits and systems, and assembly language programming. It explores the mapping of statements and constructs from a high-level language into sequences of machine instructions, as well as the internal representation of simple data types and structures. [C-ID COMP 142]

**Advisories:** CSIS 10A; eligibility for MATH 263; eligibility for ENGL 1A  
**Credit transferable:** CSU, UC

**CSIS 12 DISCRETE STRUCTURES****4 units • LG • Four hours lecture**

This course is an introduction to the discrete structures used in computer science with an emphasis on their applications. Topics covered include functions, relations and sets; basic logic; proof techniques; basics of counting; graphs and trees; and discrete probability. [C-ID COMP 152]

**Prerequisites:** CSIS 10A; MATH 13  
**Advisories:** ENGL 1A  
**Credit transferable:** CSU, UC

**CSIS 50 MS OFFICE APPLICATIONS****2 units • LG-P/NP • Two hours lecture**

This course is an introduction to office applications as supported by integrated software, both web-based and MS Office Suite of applications programs: MS Word, Excel, Access and PowerPoint. Portions of instruction may be offered online; may also be offered fully online.

**Corequisites:** CSIS 50L  
**Credit transferable:** CSU  
**General Ed. Credit:** MPC, Area E2

**CSIS 50L MS OFFICE APPLICATIONS LAB****1 unit • LG-P/NP • Three hours lab**

This lab provides computer laboratory exercises and analysis of the topics presented in CSIS 50, including introduction to Windows OS, e-mail and web access, and PC- and Internet-integrated software for word processing, electronic spreadsheets, relational databases, and presentation graphics. Portions of instruction may be offered online; may also be offered fully online.

**Corequisites:** CSIS 50  
**Credit transferable:** CSU  
**General Ed. Credit:** MPC, Area E2

**CSIS 51C DATABASE PROCESSING****3 units • LG-P/NP • Two hours lecture; three hours lab**

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.

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155  
**Credit transferable:** CSU

**CSIS 72A MANAGING AND MAINTAINING WINDOWS SERVER****3 units • LG • Two hours lecture; three hours lab**

This course presents terminology, concepts, and skills necessary to install, manage, and maintain a Windows server environment, including active directories, server roles, user and group management, and security using group policy. This course prepares students for the Microsoft Server 70-410 certification exam. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** CSIS 83A; eligibility for ENGL 111 or ENSL 110 and 155  
**Credit transferable:** CSU  
**General Ed. Credit:** MPC, Area E2

**CSIS 75 INTRODUCTION TO COMPUTER HARDWARE/A+ PREP****4 units • LG-P/NP • Four hours lecture; one hour lab**

This course covers maintenance and installation of computer hardware and basic electronics to understand digital circuits. The class covers most of the A+ certification material.

**Advisories:** CSIS 1; or CSIS 50 and 50L; eligibility for ENGL 111 or ENSL 110 and 155  
**Credit transferable:** CSU

**CSIS 76A NETWORKING FUNDAMENTALS****3 units • LG • Two hours lecture; four hours lab**

This course introduces networking concepts and builds basic networking skills. Students learn layered models (TCP/IP and OSI), Ethernet networking, basic routing, IPv4 and IPv6 addressing, and cabling. Students design and configure a basic network. This Cisco Academy course is the first of a four-part sequence to prepare for CCNA certification. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** CSIS 1; eligibility for ENGL 1A  
**Credit transferable:** CSU  
**General Ed. Credit:** MPC, Area E2

**CSIS 77 WEB DESIGN AND PUBLISHING****3 units • LG-P/NP • Two hours lecture; three hours lab**

This course reviews the Internet and the World Wide Web, including evaluation of methods, development tools, services, standards, and trends used in electronic publishing. Assignments introduce hands-on development of hypertext documents with multimedia links, use of XHTML editors and source-code design, and introduction to webbased graphics design. Efficient web design is emphasized using CSS and scripting.

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 115; MATH 351  
**Credit transferable:** CSU

**CSIS 80 INTRODUCTION TO UNIX AND LINUX****3 units • LG-P/NP • Three hours lecture; one hour lab**

This course provides an introduction to the UNIX and Linux operating systems that includes file and directory manipulation, access permissions, process control, networking, security, shell commands and shell programming. May also be offered online.

**Advisories:** CSIS 1; eligibility for ENGL 1A  
**Credit transferable:** CSU, UC

**CSIS 83A MICROSOFT CLIENT OPERATING SYSTEM****3 units • LG-P/NP • Two hours lecture; three hours lab**

This course presents concepts and skills necessary to install, configure, and administer a Windows 10 client operating system environment. Topics include the skills and knowledge necessary to enable students to prepare for the Microsoft Client Operating System Windows 10 certification exam 70-679. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU  
**General Ed. Credit:** MPC, Area E2

**CSIS 86 NETWORK SECURITY FUNDAMENTALS/ SECURITY+ PREP****3 units • LG-P/NP • Two hours lecture; four hours lab**

This course covers the fundamentals of security, using simulators to give hands-on experience with servers, routers and other security devices. Students learn about different types of attacks, security policy, encryption, access control, PKI, authentication, and cryptography. This course covers material necessary to prepare for the CompTIA Security+ certification. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU

**CSIS 87 COMPUTER FORENSICS****3 units • LG-P/NP • Three hours lecture; one hour lab**

This is an introductory course in computer forensics. Students learn to collect and analyze data to uncover attacks and malware. Topics include forensic techniques, using tools based on fundamental understanding of data, security principles, and forensic data analysis to uncover computer crime and computer security incidents. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites or corequisites:** CSIS 86 or CSIS 198  
**Credit transferable:** CSU  
**General Ed. Credit:** MPC, Area A2

**CSIS 88 SECURITY PRACTICES: PENETRATION TESTING AND DISCOVERY****3 units • LG-P/NP • Two hours lecture; three hours lab**

This is an introductory course in developing penetration testing within the context of properly securing the network from attacks. It covers fundamental concepts of system vulnerability assessment, penetration testing, exploits, and countermeasures are covered. Students are exposed to many computer attack methodologies to enable them to recognize and prevent malicious activity through defense techniques designed to develop better organizational security. The course is designed with a number of hands-on labs to master skills in the topics covered.

**Prerequisites or corequisites:** CSIS 86 or CSIS 198  
**Credit transferable:** CSU

**CSIS 114 GAME PROGRAMMING: BEHIND THE SCENES****1 unit • LG-P/NP • Total hours: Fourteen hours lecture; ten hours lab**

This class introduces game development in an easy-to-use environment. 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 final project of the student's design.

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

**CSIS 177A ROUTING AND SWITCHING BASICS****3 units • LG • Two hours lecture; four hours lab**

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. The course also covers configuring and troubleshooting routers and switches and resolving common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This Cisco Academy course is the second of a four-part sequence to prepare for CCNA certification. Portions of instruction may be offered online.

**Prerequisites:** CSIS 76A (or CSIS 76)

**CSIS 178A NETWORK SCALING CONCEPTS****3 units • LG • Two hours lecture; three hours lab**

This course builds on the basic configuration concepts covered in CSIS 177A (or CSIS 177). Advanced concepts in routing and switching including dynamic routing protocols OSPF and EIGRP and STP are covered. Configuration and troubleshooting skills are developed in the course. Portions of instruction may be offered online.

**Prerequisites:** CSIS 177A (or CSIS 177)**CSIS 179A INTERCONNECTING NETWORKS****3 units • LG • Two hours lecture; four hours lab**

The course introduces Wide Area Network (WAN) connectivity concepts. Students configure and test Frame-Relay and PPP protocols. Techniques for configuring security, monitoring and troubleshooting the WAS network are covered. This Cisco Academy course is the last of a four-part sequence to prepare for CCNA certification. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** CSIS 177A (or CSIS 177)**CSIS 192 VIRTUALIZATION AND CLOUD COMPUTING CONCEPTS****3 units • LG-P/NP • Three hours lecture; one hour lab**

This course provides students with a working knowledge of virtualization of servers/storage and an introduction to cloud computing. Several aspects of virtualization and cloud computing including virtual servers, storage, and security are covered. Through hands-on laboratory exercises, students develop an understanding of installation and management of a virtual infrastructure. This course helps students prepare for the VMware Certified Professional 5-Data Center Virtualization (VCP5-DCV) exam.

# Cooperative Work Experience

## COURSE DESCRIPTIONS

**COOP 91.1 ADMINISTRATION OF JUSTICE WORK EXPERIENCE****1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Administration of Justice Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU****General Ed. Credit: MPC, Area E2****COOP 91.2 ART WORK EXPERIENCE****1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Art Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU****General Ed. Credit: MPC, Area E2****COOP 91.4 AUTOMOTIVE TECHNOLOGY WORK EXPERIENCE****1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Automotive Technology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

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

**COOP 91.6 BIOLOGY WORK EXPERIENCE**

**1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Biology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.7 BUSINESS WORK EXPERIENCE**

**.5-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Business Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.8 EARLY CHILDHOOD EDUCATION WORK EXPERIENCE**

**.5-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Early Childhood Education Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.9 COMMUNICATIONS WORK EXPERIENCE**

**1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Communications Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.10 COMPUTER SCIENCE AND INFORMATION SYSTEMS WORK EXPERIENCE**

**1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Computer Science and Information Systems Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.15 ENGINEERING WORK EXPERIENCE**

**1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Engineering Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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



**COOP 91.17 FASHION WORK EXPERIENCE**

***1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit***

Fashion Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.18 FIRE PROTECTION TECHNOLOGY WORK EXPERIENCE**

***1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit***

Fire Protection Technology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.19 WORLD LANGUAGES WORK EXPERIENCE**

***1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit***

World Languages Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.20 HEALTH WORK EXPERIENCE**

***1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit***

Health Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.21 HOSPITALITY WORK EXPERIENCE**

***1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit***

Hospitality Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.23 INTERIOR DESIGN WORK EXPERIENCE**

***1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit***

Interior Design Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.25 MARINE SCIENCE AND TECHNOLOGY  
WORK EXPERIENCE**

**1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Marine Science and Technology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.30 ORNAMENTAL HORTICULTURE  
WORK EXPERIENCE**

**1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Ornamental Horticulture Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.31 PHYSICAL FITNESS WORK EXPERIENCE**

**1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Physical Fitness Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.34 POLITICAL SCIENCE  
WORK EXPERIENCE**

**1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Political Science Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.35 PSYCHOLOGY WORK EXPERIENCE**

**1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Psychology Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.37 SOCIAL SCIENCE WORK EXPERIENCE**

**1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit**

Social Science Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.38 GENDER AND WOMEN'S STUDIES  
WORK EXPERIENCE**

***1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit***

Gender and Women's Studies Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.39 HUMAN SERVICES WORK EXPERIENCE**

***1-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit***

Human Services Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 91.50 EDUCATION WORK EXPERIENCE**

***.5-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit***

Education Work Experience is a planned, supervised program relating to a college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 92 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

**COOP 92 GENERAL COOPERATIVE WORK  
EXPERIENCE**

***.5-4 units • LG • Seventy-five hours paid employment for each unit of credit; or sixty hours unpaid work for each unit of credit***

This course provides a planned, supervised program not directly related to the student's college major or career goal. The assignments are correlated with employment practices. A faculty advisor, job performance objectives, a term paper and completed forms are required. May be taken up to 16 units in combination with COOP 91 if work station presents new or expanded opportunities.

**Enrollment limitation: Current employment or internship placement. An Online COOP Employer Information Form must be approved and filed with the COOP Office each semester.**

**Credit transferable: CSU**

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

# Dance

## DEGREE

Dance – Associate in Arts

# Dance

## ASSOCIATE IN ARTS DEGREE

The Dance Program is designed to provide students with a wide variety of dance experience and technique. The curriculum includes courses in Modern, Jazz, Ballet, Ballroom, and Ethnic dance along with opportunities to choreograph and perform.

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

- Demonstrate and apply principles and concepts of dance as they relate to successful skill performance.
- Demonstrate a variety of dance skills with an increasing level of proficiency.
- Work collaboratively and cooperatively in a group activity.
- Recognize the value of physical activity for improving wellness.
- Improve or maintain physical fitness through participation in selected dance forms and activity.
- Analyze how physical, social, emotional, and/or intellectual factors contribute to wellness and healthful living.

### Associate in Arts Degree

Associate Degree Major Requirements	Units
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<b>REQUIRED CORE:</b>	<b>10.5</b>
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DANC 10A	Modern Dance I (1)	
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DANC 10B	Modern Dance II (1)	
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DANC 11A	Jazz Dance I (1)	
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DANC 11B	Jazz Dance II (1)	
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DANC 11C	Jazz Dance III (1)	
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DANC 12A	Ballet I (1)	
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DANC 12B	Ballet II (1)	
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DANC 12C	Ballet III (1)	
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DANC 14A	Ballroom Dance (.5)	
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DANC 15A	Ethnic Dance Forms I (1)	
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DANC 15B	Ethnic Dance Forms II (1)	
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<b>Select a minimum of four units from the following:</b>	<b>4</b>
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DANC 10C	Modern Dance III (1)	
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DANC 10D	Modern Dance IV (1)	
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DANC 11D	Jazz Dance IV (1)	
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DANC 12D	Ballet IV (1)	
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DANC 14B	Ballroom Dance II (.5)	
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DANC 14C	Ballroom Dance III (.5)	
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DANC 14D	Ballroom Dance IV (.5)	
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DANC 15C	Ethnic Dance III (1)	
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DANC 19A	Salsa Dance I (.5)	
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DANC 19B	Salsa Dance II (.5)	
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DANC 20A	Dance Production – Modern Dance (1)	
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DANC 20B	Dance Production – Jazz (1)	
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DANC 21	Introduction to Repertory – Jazz (1)	
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PFIT 21A	Flexibility and Relaxation Techniques I (.5)	
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PFIT 63	Fitness Anatomy and Kinesiology (2)	
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<b>Select one course from the following:</b>	<b>3</b>
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THEA 1	Introduction to Theatre (3)	
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THEA 15A	Acting I (3)	
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THEA 23	Introduction to Stage Lighting (3)	
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THEA 24	Fundamentals of Costume Design (3)	
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<b>Select one course from the following:</b>	<b>3</b>
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MUSI 1	Music Appreciation (3)	
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MUSI 2	Introduction to Broadway Musicals (3)	
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MUSI 3	Introduction to Jazz and Pop (3)	
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<b>TOTAL MAJOR UNITS</b>	<b>20.5</b>
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<b>Associate Degree Requirements (as described above)</b>	<b>20.5</b>
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*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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## COURSE DESCRIPTIONS

### DANC 10A MODERN DANCE I

**1 unit • LG-P/NP • Four hours lab**

The beginning student develops the fundamentals of movement. Emphasis is placed on modern dance techniques, the exploration of time, space, and energy.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### DANC 10B MODERN DANCE II

**1 unit • LG-P/NP • Four hours lab**

This course is a continuation of DANC 10A. Students learn to move with freedom and control in more advanced movement patterns.

**Prerequisites: DANC 10A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### DANC 10C MODERN DANCE III

**1 unit • LG-P/NP • Four hours lab**

This course is a continuation of DANC 10B. Students learn to move with freedom and control in intermediate/advanced modern dance movement patterns. The class is geared to the intermediate advanced dancer.

**Prerequisites: DANC 10B**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

**DANC 10D MODERN DANCE IV****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of DANC 10C. Students learn to move with freedom and control in advanced modern dance movement patterns. The class is geared to the advanced dancer.

**Prerequisites: DANC 10C****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****DANC 11A JAZZ DANCE I****1 unit • LG-P/NP • Four hours lab**

This course is an introduction to jazz dance. Students develop skills, including steps, phrases, body isolations, and various rhythmic patterns.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****DANC 11B JAZZ DANCE II****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of DANC 11A. Students develop skills in isolating movement and working with jazz musical rhythms at the intermediate level.

**Prerequisites: DANC 11A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****DANC 11C JAZZ DANCE III****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of DANC 11B. Students develop style, performance, and the ability to learn new movements quickly at the intermediate/advanced level.

**Prerequisites: DANC 11B****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****DANC 11D JAZZ DANCE IV****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of DANC 11C. Students develop style, performance, and the ability to pattern new movements quickly at the advanced level.

**Prerequisites: DANC 11C****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****DANC 12A BALLET I****1 unit • LG-P/NP • Four hours lab**

The course is an introduction to classical ballet movement. Beginning barre work and center work are covered, as well as an introduction to basic arm and foot positions. The focus is on correct body alignment.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****DANC 12B BALLET II****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of DANC 12A, the study of classical ballet technique. It includes intermediate combinations and movements at the barre and a greater emphasis on center work. Students learn intermediate combinations with a greater number of steps.

**Prerequisites: DANC 12A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****DANC 12C BALLET III****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of DANC 12B. It continues the study of classical barre and center work at the intermediate-advanced level. It includes a more complex barre with more emphasis on center work. Students learn longer combinations with a greater number of steps.

**Prerequisites: DANC 12B****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****DANC 12D BALLET IV****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of DANC 12C. Emphasis is on improving line, pirouettes, beats, and choreography at an advanced level. Beginning pointe work is allowed with instructor's permission.

**Prerequisites: DANC 12C****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****DANC 14A BALLROOM DANCE****.5 unit • LG-P/NP • Two hours lab**

This course covers the study of various ballroom dances for singles and couples at a beginning level. The foxtrot, swing, waltz, Latin, and current dances are emphasized. The relationship of specific music to specific dances is stressed.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****DANC 14B BALLROOM DANCE II****.5 unit • LG-P/NP • Two hours lab**

This course is a continuation of DANC 14A. Students study various ballroom dances for singles and couples at the intermediate level. The course includes further study of the foxtrot, waltz, swing, and Latin dances with specific music for specific dances.

**Prerequisites: DANC 14A (or DANC 14)****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1**

**DANC 14C BALLROOM DANCE III****.5 unit • LG-P/NP • Two hours lab**

A continuation of DANC 14B. This course covers the study of various ballroom dances for singles and couples at an intermediate/advanced level.

**Prerequisites:** DANC 14B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**DANC 14D BALLROOM DANCE IV****.5 unit • LG-P/NP • Two hours lab**

This course is a continuation of DANC 14C. It covers the study of various ballroom dances for singles and couples at an advanced level.

**Prerequisites:** DANC 14C**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1

*(DANC 15A-D Courses formerly known as DANF 15A-D Courses for Spring 2017.)*

**DANC 15A ETHNIC DANCE FORMS I****1 unit • LG-P/NP • Four hours lab**

This course introduces students to the dances of various ethnic groups, either historical or modern. The course includes information about the culture of origin. The dances of the Middle East, Asia, Africa, Europe, and the Americas are taught.

**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**DANC 15B ETHNIC DANCE FORMS II****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of DANC 15A. Students learn intermediate dance skills of various ethnic groups. This course further explores the culture and origins of the dance forms.

**Prerequisites:** DANC 15A (or DANF 15 or DANC 15)**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**DANC 15C ETHNIC DANCE FORMS III****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of DANC 15B. Students develop ethnic dance skills at an advanced level. Students also gain additional knowledge of the history and cultural origins of the dance form.

**Prerequisites:** DANC 15B (or DANF 15B)**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**DANC 15D ETHNIC DANCE FORMS IV****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of DANC 15C. Students develop ethnic dance skills at an advanced level. Students also gain additional knowledge of the history and cultural origins of the dance form.

**Prerequisites:** DANC 15C (or DANF 15C)**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**DANC 19A SALSA DANCE I****.5 unit • LG-P/NP • Two hours lab**

This course offers an introduction to salsa dance at a beginning level. Students learn different styles and cultural aspects of the dance form.

**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**DANC 19B SALSA DANCE II****.5 unit • LG-P/NP • Two hours lab**

This course is a continuation of DANC 19A. Students learn salsa dance styles, phrases, and cultural aspects at the intermediate level.

**Prerequisites:** DANC 19A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**DANC 20A DANCE PRODUCTION – MODERN DANCE****1 unit • LG-P/NP • Four hours lab**

The elements and techniques of staging a dance production are presented in this course, with an emphasis on modern dance performances. Included are solo and group choreography and performance. Technical options include costuming, lighting, and backstage.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E2**DANC 20B DANCE PRODUCTION – JAZZ****1 unit • LG-P/NP • Four hours lab**

This course presents the elements and techniques of staging a dance production, with an emphasis on jazz dance performance. Included are solo and group choreography and performance. Technical work includes costuming, lighting, and backstage work.

**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E2**DANC 20C DANCE PRODUCTION – ETHNIC DANCE****1 unit • LG-P/NP • Four hours lab**

This course presents the elements and techniques of staging a dance production, with an emphasis on ethnic dance performance. Included are solo and group choreography and performance. Technical work includes costuming, lighting, and backstage work.

**Credit transferable:** CSU

**DANC 20D DANCE PRODUCTION – BALLET**

***1 unit • LG-P/NP • Four hours lab***

The elements and techniques of staging a dance production are presented in this course, with an emphasis on ballet performances. Included are solo and group choreography and performance. Technical options include costuming, lighting, and backstage work.

**Credit transferable: CSU**

**DANC 21 INTRODUCTION TO REPERTORY – JAZZ**

***1 unit • LG-P/NP • Four hours lab***

Students learn and rehearse complete jazz dances and improve skills such as memory, mental rehearsal, and projection. This course focuses on dances in the jazz style. Dances are performed in dance concert.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

# Dental Technology

## DEGREES

- Dental Assisting** – Associate in Science (Career Technical)  
**Pre-Dental Hygiene** – Associate in Arts (Transfer Preparation)

## CERTIFICATE OF ACHIEVEMENT

- Dental Assisting** (Career Technical)

# Dental Assisting

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

Upon completion of the program, graduates are immediately eligible to take the Dental Board of California licensure examination to become a Registered Dental Assistant (RDA). Graduates will also receive a state Radiation Safety License, Certificates in Infection Control, Coronal Polish, and the application of Pit and Fissure Sealants and a Certificate of Achievement from Monterey Peninsula College. Students who complete additional general education courses can earn an Associates in Science Degree.

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

- Perform the duties of a Registered Dental Assistant as identified by the Dental Board of California and necessary to pass the California State Board Examination.
- Expose radiographs on patients according to standards identified by the California Dental Radiation Health and Safety License.
- Perform coronal polishing procedures according to standards identified by the Dental Board of California.
- Perform pit and fissure sealant procedures according to standards identified by the Dental Board of California.
- Implement infection control measures while performing dental assistant procedures according to standards identified by the Dental Board of California and the Dental Practice Act.

## Certificate of Achievement (Career Technical)

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>28-31</b>
DNTL 100 Orientation to Dental Careers (2)	
DNTL 101 Dental Anatomy (2)	
DNTL 102 Chairside Assisting I (3)	
DNTL 103 Radiography for Dental Assistants (2)	
DNTL 104 Chairside Assisting II (3)	
DNTL 105 Dental Health Science (2)	
DNTL 107 Coronal Polish (.5)	
DNTL 108 Pit and Fissure Sealants (.5)	
DNTL 111 Dental Pharmacology and Oral Pathology (2)	
DNTL 112 Office Management (1.5)	
DNTL 115 Dental Specialties (2.5)	
DNTL 116 Supervised Clinical Experience (5)	

ENGL 111 Intermediate Academic Reading and Writing (4)  
 or ENSL 110 Advanced Writing (4)  
 & ENSL 155 Advanced Reading (3)

<b>TOTAL CERTIFICATE UNITS</b>	<b>30-33</b>
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## Associate in Science Degree (Career Technical)

Associate Degree Major Requirements	Units
Certificate Requirements (as described above)	30-33
<i>Complete Competency Requirements, MPC General Education Pattern, and 60 degree-applicable units (see pages 74-75, 78).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

# Pre-Dental Hygiene

## ASSOCIATE IN ARTS DEGREE (Transfer Preparation)

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

- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- Accurately assess knowledge, skills, and abilities in relationship to their educational, career, and/or personal goals.

## Associate in Arts Degree (Transfer Preparation)

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	
<b>Select at least 18 units from the following:</b>	<b>18</b>
ANAT 1 Human Anatomy (2)	
ANAT 2 Human Anatomy Lab (2)	
BIOL 25 Applied Microbiology Lecture (3)	
BIOL 26 Applied Microbiology Lab (1)	
CHEM 30A Introduction Chemistry for Health Sciences (4)	
CHEM 30B Org. and Biol. Chem. for Health Sciences (4)	
PHSO 1 Human Physiology (3)	
PHSO 2 Human Physiology Lab (2)	
<b>TOTAL MAJOR UNITS</b>	<b>18</b>
<b>Associate Degree Requirements (as described above)</b>	<b>18</b>
<i>Contact an MPC counselor for major preparation at specific institutions.</i>	
<i>Complete Competency Requirements, and CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>



## COURSE DESCRIPTIONS

### DNTL 90 INDEPENDENT STUDY

**.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit**

This course provides a framework for this academic discipline, which is 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.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and ENSL 155**  
**Credit transferable: CSU**

### DNTL 100 ORIENTATION TO DENTAL CAREERS

**2 unit • LG • Two hours lecture**

This course provides the student with a basic knowledge of the various areas of dental health care, the team members of the profession, and 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. This course is open to anyone interested in dental careers.

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

### DNTL 101 DENTAL ANATOMY

**2 units • LG • Two hours lecture**

This course covers anatomy of the head and neck, oral physiology, dental embryology, histology, and tooth morphology.

### DNTL 102 CHAIRSIDE ASSISTING I

**3 units • LG • Two hours lecture; three hours lab**

This course presents 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.

**Prerequisites or corequisites: DNTL 100**

### DNTL 103 RADIOGRAPHY FOR DENTAL ASSISTANTS

**2 units • LG • Six hours lab**

This course is designed to allow the participant to obtain a position in a dental office when complete and helps to prepare students for the California RDA exam for the radiology portion on the written. It will cover principles of radiation physics, biology, and safety; radiograph exposure and processing techniques; practice in making x-rays of manikins and patients; technical evaluation of films; and radiography for children, the elderly, and special problems.

**Prerequisites: DNTL 100 and 102**

**Enrollment limitation: Students must have completed American Heart Association of the American Red Cross CPR for Health Care providers.**

### DNTL 104 CHAIRSIDE ASSISTING II

**3 units • LG • Two hours lecture; three hours lab**

This course builds on chairside skills learned in Dental Technology 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 forms the foundation for future dental assisting classes.

**Corequisites: DNTL 100**

### DNTL 107 CORONAL POLISH

**.5 unit • LG • Total hours: Twenty-seven and one-half hours lab**

This course covers the tools and techniques used in coronal polish for removing stains and preparing tooth surfaces for application of dental sealants or attachment of orthodontic bands.

**Prerequisites: DNTL 100, 102, 103, and 104**

### DNTL 108 PIT AND FISSURE SEALANTS

**.5 unit • LG • Total hours: Twenty-seven and one-half hours lab**

In this course, students learn the proper application of pit and fissure sealants for prevention of dental caries.

**Prerequisites or corequisites: DNTL 100, 102, 104, and 107**

**Advisories: Eligibility for ENGL 1A**

### DNTL 111 DENTAL PHARMACOLOGY AND ORAL PATHOLOGY

**2 units • LG • Two hours lecture**

This course covers 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. It also covers descriptions of oral lesions and diseases.

**Prerequisites: DNTL 100**

### DNTL 112 OFFICE MANAGEMENT

**1.5 units • LG • One hour lecture; one and one-half hours lab**

This course offers 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; and fees and management of accounts. It includes hands-on application of computer use in the dental office.

**Prerequisites: DNTL 100**

**DNTL 115 DENTAL SPECIALTIES****2.5 units • LG • Total hours: Thirty-two hours lecture; forty hours lab**

Covered in this course is the study of dental specialties: Orthodontics, oral and maxillofacial surgery, pediatric dentistry, periodontics, endodontics, prosthodontics, 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. The importance of legal/ethical issues is addressed throughout the course.

**Prerequisites:** DNTL 100, 102, 103, and 104**Prerequisites or corequisites:** DNTL 107, 108**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155**DNTL 116 SUPERVISED CLINICAL EXPERIENCE****5 units • LG • Total hours: Eight and one-half hours lecture; two-hundred thirty-nine hours clinical experience**

Under the direct supervision of dentists at clinics and private offices, students practice working as part of the complete dental team. The goal is the development of professional attitude in all phases of dental assisting and skill in the use of equipment. Emphasis is placed on the specialty areas of dental practice: oral surgery, periodontics, endodontics, orthodontics, and prosthodontics. Weekly seminars are held to evaluate and review clinical applications.

**Prerequisites:** DNTL 100, 102, 103, and 104**DNTL 215 REGISTERED DENTAL ASSISTING REVIEW/PREPARATION****3 units • P/NP • 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.

**Advisories:** Eligibility for State RDA licensure exam

# Drafting

**CERTIFICATE OF TRAINING****Computer Aided Drafting and Design**

## Computer-Aided Drafting and Design

**CERTIFICATE OF TRAINING**

The Computer-Aided Drafting and Design certificate is a segment of the Interior Design program designed for students who want to pursue technical aspects of design. Career paths include drafting for commercial design, facilities design, furniture design, and freelance drafting and design work.

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

- Prepare drawings and documents relative to the design of spaces in order to enhance and protect the health, safety, and welfare of the users of the space.

**Certificate of Training**

Certificate Requirements		Units
DRAF 70	Drafting and Perspective	2
DRAF 72A	Introduction to Computer-Aided Design	3
DRAF 73	Building Information Modeling	3
INTD 61	Rendering and Perspective	2
<b>TOTAL CERTIFICATE UNITS</b>		<b>10</b>

**COURSE DESCRIPTIONS****DRAF 70 DRAFTING AND PERSPECTIVE****2 units • LG-P/NP • One hour lecture; three 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 drawing.

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E2

**DRAF 72A INTRODUCTION TO  
COMPUTER-AIDED DESIGN**

**3 units • LG-P/NP • One and one-half hours lecture; four and one-half hours lab**

This course is an introduction to computer-aided design theory and practice using AutoCAD on the PC. Fundamental commands and techniques are used to develop design and presentation skills. Construction of 2D drawings are included. This course is designed for students with no prior computer drafting experience.

**Advisories: DRAF 70 or equivalent; eligibility for ENGL 1A; eligibility for MATH 351**

**Credit transferable: CSU**

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

**DRAF 73 BUILDING INFORMATION MODELING**

**3 units • LG-P/NP • One and one-half hours lecture; four and one-half hours lab**

This course covers the basic principles of Revit building information modeling (BIM) and its uses in the design process. Students work with this parametric 3-D modeling program that moves from design to preliminary construction documentation and presentation layout. Students create floor plans using basic building components, coordinated elevations, 3-D perspectives, and documentation using the Revit program.

**Advisories: DRAF 72A or equivalent; eligibility for ENGL 1A**

**Credit transferable: CSU**

# Drama

See *THEATRE ARTS*.

# Early Childhood Education

## DEGREES

**Early Childhood Education –**  
Associate in Science for Transfer



**Early Childhood Education –**  
Associate in Science (Career Technical)

## CERTIFICATE OF ACHIEVEMENT

**Early Childhood Education** (Career Technical)

# Early Childhood Education

## ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The Early Childhood Education program leads to an Early Childhood Education Certificate of Achievement (Career Technical), an Associate in Science degree, and an Associate in Science for Transfer degree (AS-T). It prepares students for the State of California Department of Education Child Development Permit Matrix. The transfer degree program prepares students to transfer to California State Universities to pursue a baccalaureate degree in Early Childhood Education or related major. Students must complete the Associate Degree for Transfer requirements to earn the AS-T degree.

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

- Understand and apply knowledge of child development theories and principles, encompassing children’s physical, intellectual, social, and emotional development that recognizes various contexts that influence children as individuals and plan for all children’s developmental needs from both an individualized and group perspective.
- Identify, develop, and implement developmentally appropriate curriculum, teaching practices, and healthy/safe/inclusive environments that positively guide and enhance children’s development, creativity, and problem-solving skills.
- Demonstrate knowledge of foundations of learning for young children, including dual-language learners and children with special needs, in relation to the major curriculum areas of math, science, creative art, small motor development, language/literature/literacy, social studies, large motor development: music/movement, and health/safety/nutrition.
- Develop positive, supportive relationships with children in order to plan for groups and individual children using a relational, play-based collaborative approach involving families and the community.
- Value and cultivate collaborative family and community relationships through inclusion of families and communities in young children’s development and learning, and apply knowledge and strategies for honoring and working with diverse groups of children, families and community.
- Identify and implement observation, documentation, and other developmentally appropriate assessment strategies (including the use of technology), in collaboration with families and community resources, to plan for children’s interests, meet developmental needs, and strengthen teacher’s work with children and families.

- Develop reflective habits and grow as an Early Childhood professional by understanding the complexities, ethical responsibilities, and professional role as a teacher and advocate for young children, their families, and the early-childhood profession.

## Associate in Science for Transfer

### Associate Degree Major Requirements Units

<b>REQUIRED CORE:</b>		<b>25</b>
ECED 1	Child Growth and Development (3)	
ECED 2	Observation and Assessment (3)	
ECED 51	Principles and Practices of Teaching Young Children (3)	
ECED 52	Practicum: Field Teaching Experience (4)	
ECED 55	Child, Family, and Community (3)	
ECED 56	Teaching in a Diverse Society (3)	
ECED 61	Health, Safety and Nutrition for the Young Child (3)	
ECED 80	Introduction to Curriculum (3)	

**TOTAL MAJOR UNITS** **25**

**Associate Degree Requirements (as described above)** **25**

*Complete CSU General Education or IGETC Pattern for a total of 60 degree applicable units (see pages 74-77).*

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

# Early Childhood Education

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

The Early Childhood Education program leads to an Early Childhood Education Certificate of Achievement (Career Technical), an Associate in Science in Early Childhood Education degree, and an Associate in Science in Early Childhood Education for Transfer (AS-T in Early Childhood Education) degree, as well as course work required by the State of California Department of Education for the Child Development Permit Matrix.

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

- Understand and apply knowledge of child development theories and principles, encompassing children’s physical, intellectual, social, and emotional development that recognizes various contexts that influence children as individuals and plan for all children’s developmental needs from both an individualized and group perspective.
- Identify, develop, and implement developmentally appropriate curriculum, teaching practices, and healthy/safe/inclusive environments that positively guide and enhance children’s development, creativity, and problem-solving skills.
- Develop positive, supportive relationships with children in order to plan for groups and individual children using a relational, play-based collaborative approach involving families and the community.
- Value and cultivate collaborative family and community relationships through inclusion of families and communities in young children’s development and learning, and apply know edge and strategies for honoring and working with diverse groups of children, families and community.

- Identify and implement observation, documentation, and other developmentally appropriate assessment strategies (including the use of technology), in collaboration with families and community resources, to plan for children's interests, meet developmental needs, and strengthen teacher's work with children and families.
- Develop reflective habits and grow as an Early Childhood professional by understanding the complexities, ethical responsibilities, and professional role as a teacher and advocate for young children, their families, and the early childhood profession.
- Demonstrate knowledge of foundations of learning for young children, including dual-language learners and children with special needs, in relation to the major curriculum areas of math, science, creative art, small motor development, language/literature/literacy, social studies, large motor development: music/movement, and health/safety/nutrition.
- Demonstrate an ability to accurately assess knowledge, skills, and abilities in relationship to their educational, career, and/or personal goals.
- Demonstrate an ability to critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Demonstrate an ability to examine interactions and interconnections across cultures.

The following identifies the courses needed for the California Child Development Permit Matrix Requirements for all Early Childhood Teachers working in state licensed and state funded early childhood programs in California.

**California Child Development Permit Matrix Requirements:**

**Aide** requires any 6 units of Early Childhood Education.

**Assistant** requires any 6 units of Early Childhood Education.

**Associate Teacher** requires 12 Early Childhood Education units including core ECED 1, 55 and any combination of ECED 2, 51- 84 plus work experience guidelines set by CDE.

**Teacher** requires 24 Early Childhood Education units including core ECED 1, 55 and any combination of ECED 2, 51-84, and 16 General Education units with at least one degree-applicable course in English/Language Arts, Math/Science, Social Science, and Humanities/Fine Arts.

**Master Teacher** requires all that is required for the Teacher level plus ECED 72, 16 General Education units with at least one degree-applicable course in English/Language Arts, Math/Science, Social Sciences, and Humanities/Fine Arts, and six units from one of the following specializations plus work experience guidelines set by California Department of Education.

**Site Supervisor** requires an AS with 24 Early Childhood Education units including core ECED 1, 55, 71A, 71B, 72 plus work experience guidelines set by CDE.

**Program Director** requires a BA with all of the requirements of Site Supervisor level, plus work experience guidelines set by CDE.

**Note:** Licensing requires ECED 62 Infant-Toddler Care for teachers and directors who supervise infants or toddlers.

**Certificate of Achievement (Career Technical)**

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	
<b>25</b>	
ECED 1	Child Growth and Development (3)
ECED 2	Observation and Assessment (3)
ECED 51	Principles and Practices of Teaching Young Children (3)
ECED 52	Practicum: Field Teaching Experience (4)
ECED 55	Child, Family, and Community (3)

- ECED 56 Teaching in a Diverse Society (3)
- ECED 61 Health, Safety and Nutrition for the Young Child (3)
- ECED 80 Introduction to Curriculum (3)

**Select any two courses from the following electives; or select 6 units from one of the specializations to meet the California Early Childhood Permit requirements** **6**

**Children's Programs/Curriculum Specialization:**

- ECED 81 Creativity in Art and Small Motor Development (3)
- ECED 82 Science and Math Curriculum (3)
- ECED 83 Large Motor Development: Music and Movement for Young Children (3)
- ECED 84 Language and Literacy Curriculum (3)

**Working with Families Specialization:**

- ECED 40 Positive Child Guidance (3)
- ECED 74 Working with Children and Families Impacted by Stress and Trauma (3)

**Infant/Toddlers Specialization:**

- ECED 62A Infant and Toddler Development (3)
- ECED 62B Care and Education for Infants and Toddlers (3)

**Special Needs Specialization:**

- ECED 63A Introduction to Children with Special Needs (3)
- ECED 63B Curriculum/Strategies for Children with Special Needs (3)

**Administration Specialization:**

- ECED 71A Admin I: Programs in Early Childhood Ed (3)
- ECED 71B Admin II: Personnel and Leadership in Early Childhood Ed (3)

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**TOTAL CERTIFICATE UNITS** **31**

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**Associate in Science Degree (Career Technical)**

Associate Degree Major Requirements	Units
<b>Certificate Requirements (as described above)</b>	<b>31</b>
<i>Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

**COURSE DESCRIPTIONS**

**ECED 1 CHILD GROWTH AND DEVELOPMENT**

**3 units • LG-P/NP • Three hours lecture**

This course examines the major physical, cognitive, social, and emotional developmental milestones for children from conception through adolescence. Emphasis is on interactions between maturational processes and environmental factors. Students observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. Portions of instruction may be offered online; may also be offered fully online. [C-ID CDEV 100]

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

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

**ECED 2 OBSERVATION AND ASSESSMENT****3 units • LG-P/NP • Three hours lecture**

This course examines the appropriate use of assessment and observation strategies to document young children's development, and learning. There is an emphasis on the use of findings to inform and plan learning environments and experiences. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored along with strategies for collaboration with families and professionals. Portions of instruction may be offered online; may also be offered fully online. [C-ID ECE 200]

**Prerequisites:** ECED 1 (or CHDV 1)**Credit transferable:** CSU**ECED 40 POSITIVE CHILD GUIDANCE****3 units • LG-P/NP • Three hours lecture**

This course provides students with a framework for understanding and supporting children's social emotional development using positive child guidance and an encouraging classroom environment.

**Prerequisites or corequisites:** ENGL 111 or ENSL 110**Credit transferable:** CSU**ECED 51 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN****3 units • LG-P/NP • Three hours lecture**

This course is an introduction to the field and provides an examination of the historical context and theoretical perspectives of developmentally appropriate practice in early care and education. It examines the roles of the early childhood educator and introduces best practice in environmental design, curriculum, and teaching strategies. It also explores teacher/child relationships, professional ethics, career pathways, and professional standards. Portions of instruction may be offered online; may also be offered fully online. [C-ID ECE 120]

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**ECED 52 PRACTICUM: FIELD TEACHING EXPERIENCE****4 units • LG • Two hours lecture; six hours lab**

Under guided supervision, students use practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Student teachers use reflective practice to design, implement, and evaluate experiences that promote positive development and learning for all young children. Portions of instruction may be offered online; may also be offered fully online. [C-ID ECE 210]

**Prerequisites:** ECED 1 (or CHDV 1); ECED 2 (or CHDV 2); ECED 51 (or CHDV 51); ECED 55 (or CHDV 55); ECED 80 (or CHDV 80)**Credit transferable:** CSU**ECED 55 CHILD, FAMILY, AND COMMUNITY****3 units • LG-P/NP • Three hours lecture**

This course examines the processes of socialization, focusing on the interrelationships of family, school, and community, including historical and cultural factors. The influences of multiple societal contexts on the developing child are emphasized. The role of collaboration among family, community, and schools in supporting children's development is explored. Portions of instruction may be offered online; may also be offered fully online. [C-ID CDEV 110]

**Advisories:** ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D; IGETC, Area 4; MPC, Area D**ECED 56 TEACHING IN A DIVERSE SOCIETY****3 units • LG-P/NP • Three hours lecture**

This course examines the impact of various societal influences on the development of children's social identity. It covers developmentally appropriate, inclusive, and anti-bias approaches to working with children and families. Self-examination and on issues related to social identity, stereotypes, and bias are emphasized. Portions of instruction may be offered online; may also be offered fully online. [C-ID ECE 230]

**Advisories:** ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area D; MPC, Area D, F**ECED 61 HEALTH, SAFETY AND NUTRITION FOR THE YOUNG CHILD****3 units • LG-P/NP • Three hours lecture**

This course offers an introduction to the laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in early childhood settings. It includes prevention strategies, nutrition, and meal planning for various ages and planning educational experiences integrated into daily routines designed to teach children positive health, safety, and nutrition habits. Portions of instruction may be offered online; may also be offered fully online. [C-ID ECE 220]

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E1**ECED 62A INFANT AND TODDLER DEVELOPMENT****3 units • LG • Three hours lecture**

This class studies infants and toddlers from pre-conception to age three, including physical, cognitive, language, social, and emotional growth and development. It applies theoretical frame-works to interpret behavior and interactions between heredity and environment. It also emphasizes the role of family and relationships in development. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** ECED 1 (or CHDV 1)**Credit transferable:** CSU

**ECED 62B CARE AND EDUCATION FOR INFANTS AND TODDLERS****3 units • LG • Three hours lecture**

This course examines current theory and research and applies it to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. Formerly ECED 62A. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** ECED 62A (or CHDV 1)**Credit transferable:** CSU**ECED 63A INTRODUCTION TO CHILDREN WITH SPECIAL NEEDS****3 units • LG • Three hours lecture**

This course introduces the variations in development of children with special needs ages birth through age 8 and the resulting impact on the families. It includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** ECED 1 (or CHDV 1)**Credit transferable:** CSU**ECED 63B CURRICULUM AND STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS****3 units • LG • Three hours lecture**

This course covers curriculum and intervention strategies for working with children with special needs in partnership with their families. It focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. It also includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** ECED 63A**Credit transferable:** CSU**ECED 71A ADMIN I: PROGRAMS IN EARLY CHILDHOOD ED****3 units • LG-P/NP • Three hours lecture**

This course is an introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** ECED 51 (or CHDV 51); and ECED 55 (or CHDV 55)**Advisories:** ENGL 1A; MATH 261**Credit transferable:** CSU**General Ed. Credit:** MPC, Area E2**ECED 71B ADMIN II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD ED****3 units • LG-P/NP • Three hours lecture**

Effective strategies for personnel management and leadership in early care and education settings are examined. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** ECED 71A (or CHDV 71A)**Credit transferable:** CSU**ECED 72 ADULT SUPERVISION AND MENTORING IN EARLY CARE AND EDUCATION****2 units • LG-P/NP • Two hours lecture**

This course explores methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. Students must be currently working in a child care. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** ECED 1 (or CHDV 1); ECED 2 (or CHDV 2);**ECED 51 (or CHDV 51); and ECED 55 (or CHDV 55)****Credit transferable:** CSU**General Ed. Credit:** MPC, Area E2**ECED 74 WORKING WITH CHILDREN AND FAMILIES IMPACTED BY STRESS AND TRAUMA****3 units • LG-P/NP • Three hours lecture**

This course provides an overview of brain research and the impact of stress and trauma on children and families. It also provides students in early childhood education with tools and strategies to respond.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**ECED 80 INTRODUCTION TO CURRICULUM****3 units • LG-P/NP • Three hours lecture**

This course presents an overview of developmentally appropriate curriculum and environments for young children, emphasizing the teacher's role in supporting development across the curriculum. Teaching strategies and curriculum development based on theoretical frameworks, observation, and assessment are examined. Portions of instruction may be offered online; may also be offered fully online. [C-ID ECE 130]

**Advisories:** Eligibility for ENGL 111 or ENSL 110**Credit transferable:** CSU

**ECED 81 CREATIVITY IN ART AND SMALL MOTOR DEVELOPMENT**

**3 units • LG-P/NP • Three hours lecture**

This course examines the role of creativity in art and small motor development in the early childhood classroom and in children’s development. Focus is placed on techniques and strategies for incorporating small motor development in all areas of the classroom and curriculum, as well as developing creative art areas in indoor and outdoor environments. Students explore how to integrate creative art and small motor craft throughout the curriculum.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**

**ECED 82 SCIENCE AND MATH CURRICULUM**

**3 units • LG-P/NP • Three hours lecture**

Students examine the development of math and science concepts in young children. Focus is placed on what developmentally appropriate math and science entails for young children.

**Prerequisites or corequisites: ECED 1 (or CHDV 1)**  
**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**

**ECED 83 LARGE MOTOR DEVELOPMENT: MUSIC AND MOVEMENT FOR YOUNG CHILDREN**

**3 units • LG-P/NP • Three hours lecture**

Students examine young children’s large motor development, including the exploration of musical and movement abilities. Focus is on students’ understanding of large motor development through age-appropriate creative large motor activities for young children. The course includes exploration of techniques and strategies that support children’s appreciation of, and skill at, large motor activities and producing music and movement.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**

**ECED 84 LANGUAGE AND LITERACY CURRICULUM**

**3 units • LG-P/NP • Three hours lecture**

In this course, students examine the development of children’s language and early literacy skills for native English speakers as well as English language learners. Focus is on techniques and strategies that support children’s language acquisition and literacy skills using age appropriate activities and methods.

**Prerequisites or corequisites: ENGL 111 or ENSL 110**  
**Credit transferable: CSU**

**Economics**

**DEGREES**

**Economics –**  
 Associate in Arts for Transfer



**Economics –**  
 Associate in Arts (Transfer Preparation)

**Economics**

**ASSOCIATE IN ARTS FOR TRANSFER DEGREE**

The Associate in Arts in Economics for Transfer degree (AA-T in Economics) is designed to fulfill the requirements for transfer model curriculum to CSU campuses. Students will be prepared to transfer into the CSU system to successfully pursue further studies for a baccalaureate degree in economics. The program is structured to provide two paths. For those students who wish to focus on economics and economic analysis exclusively, we offer a series of mathematics courses that will prepare students for upper-division economics analysis courses. For students who wish to focus on economics but with an emphasis in business, we offer a series of courses in preparation for upper division courses in economics and in business. Students must complete the Associates Degree for Transfer requirements to earn the AA-T degree.

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

- Analyze markets using microeconomic techniques such as efficiency analysis, market structure analysis and rational behavior analysis as well as use macroeconomic data and apply macroeconomic models in order to understand the macro-economy.

**Associate in Arts for Transfer**

Associate Degree Major Requirements		Units
<b>REQUIRED CORE:</b>		<b>14-15</b>
ECON 2	Principles of Economics: Macro (3)	
ECON 4	Principles of Economics: Micro (3)	
MATH 16	Elementary Statistics (4)	
MATH 18	Calculus and Analytic Geometry for Bio/Soc Sci/Busi (4) or MATH 20A Calculus with Analytic Geometry I (5)	
<b>LIST A: Select one course from the following:</b>		<b>3-5</b>
BUSI 1A	Financial Accounting (4)	
BUSI 1B	Managerial Accounting (4)	
BUSI 70	Business Communication (3)	
MATH 17	Finite Mathematics (4)	
MATH 20B	Calculus with Analytic Geometry II (5)	
<b>LIST B: Select one course from the following or any course from LIST A not already selected:</b>		<b>3-5</b>
MATH 20C	Calculus of Several Variables (5)	
MATH 31	Linear Algebra (4)	
<b>TOTAL MAJOR UNITS</b>		<b>21-25</b>
<b>Associate Degree Requirements (as described above)</b>		<b>21-25</b>
Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).		
<b>TOTAL DEGREE UNITS</b>		<b>60</b>



# Economics

## ASSOCIATE IN ARTS DEGREE (Transfer Preparation)

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

- Critically examine and comprehend human nature, social behavior, and/or institutions.

### Associate in Arts Degree (Transfer Preparation)

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>10</b>
ECON 2 Principles of Economics: Macro (3)	
ECON 4 Principles of Economics: Micro (3)	
MATH 16 Elementary Statistics (4)	
<b>Select one course from the following:</b>	<b>4-5</b>
MATH 18 Calculus and Analytic Geometry for Bio/Soc Sci/ Business (4)	
MATH 20A Calculus with Analytic Geometry I (5)	
<b>Select two courses from the following:</b>	<b>6-7</b>
BUSI 1A Financial Accounting (4)	
CSIS 1 Computer Information Systems (3)	
POLS 1 Introduction to American Government and Politics (3) or POLS/GWOS 10 Gender in American Politics (3)	
PSYC 1 General Psychology (3)	
<b>TOTAL MAJOR UNITS</b>	<b>20-22</b>
<b>Associate Degree Requirements (as described above)</b>	<b>20-22</b>
<i>Contact an MPC counselor for major preparation at specific institutions. Complete Competency Requirements, and CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

### ECON 1 THE AMERICAN ECONOMIC SYSTEM

**3 units • LG-P/NP • 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.

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

**Credit transferable:** CSU, UC

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

### ECON 2 PRINCIPLES OF ECONOMICS: MACRO

**3 units • LG-P/NP • Three hours lecture**

This is an introductory course focusing on aggregate economic analysis. Topics include market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth. Portions of instruction may be offered online; may also be offered fully online. [C-ID ECON 202]

**Prerequisites:** MATH 261 or MATH 261B or high school algebra

**Advisories:** MATH 263; eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

### ECON 4 PRINCIPLES OF ECONOMICS: MICRO

**3 units • LG-P/NP • Three hours lecture**

This is an introductory course focusing on choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure. Portions of instruction may be offered online; may also be offered fully online. [C-ID ECON 201]

**Prerequisites:** MATH 261 or MATH 261B or high school algebra

**Advisories:** MATH 263; eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

# Education

## COURSE DESCRIPTIONS

### EDUC 1 INTRODUCTION TO ELEMENTARY CLASSROOM TEACHING

**3 units • LG • Three hours lecture**

This course introduces students to the concepts and issues related to teaching diverse K-12 learners. Topics include teaching as a profession and career, historical and philosophical foundations of the U.S. education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. The course requires an additional 48 hours of fieldwork in public elementary classrooms and cooperation with at least one campus-approved certificated classroom teacher. Portions of instruction may be offered online; may also be offered fully online. [C-ID EDUC 200]

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

# Emergency Medical Services

## CERTIFICATE OF TRAINING

### Emergency Medical Technician 1: Basic Training

# Emergency Medical Technician 1: Basic Training

## CERTIFICATE OF TRAINING

The Emergency Medical Technician 1: Basic Training certificate is designed to meet the Department of Transportation, National Registry of EMTs, and State of California requirements for certification as an EMT-Basic (Ambulance) crew member. The Basic training certificate prepares students to care for patients in the prehospital setting.

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

- Differentiate between what are and are not the roles and responsibilities of the Emergency Medical Technician.
- Assess and apply emergency treatment procedures for medical, trauma, and environmental patients in the clinical setting.
- Perform the skills and apply the concepts necessary to pass the National Registry test.

### Certificate of Training

Certificate Requirements		Units
EMMS 170A	Emergency Medical Technician 1: Basic Training	7
EMMS 170B	Emergency Medical Technician 1: Basic Training Application	1.5
<b>TOTAL CERTIFICATE UNITS</b>		<b>8.5</b>

## COURSE DESCRIPTIONS

### EMMS 170A EMERGENCY MEDICAL TECHNICIAN 1: BASIC TRAINING

**7 units • LG-P/NP • Six and one-half hours lecture; one and one-half hours lab**

This is part of a two-course co-requisite program designed to meet the State of California Requirements for certification as an Emergency Medical Technician Basic (Ambulance). Emergency Medical Technician Basic Training is designed to meet the Department of Transportation, National Registry of EMTs, and State of California requirements for certification as an EMT-Basic (Ambulance) crew member.

**Corequisites:** EMMS 170B

**Enrollment limitation:** Students must have completed a CPR basic life support for the healthcare provider level that meets the most recent American Heart Association guidelines.

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

### EMMS 170B EMERGENCY MEDICAL TECHNICIAN 1: BASIC TRAINING APPLICATION

**1.5 unit • LG-P/NP • One-half hour lecture by arrangement; three hours lab by arrangement**

This course is part of a two-course co-requisite program designed to provide the student with the required clinical training for certification as an EMT-1 (Ambulance). Participation includes a ride along with the local ambulance provider, patient observation in the hospital setting, and preparation for the national registry skills and written test. Prior to participation in clinical, students need to provide proof of cleared criminal background and current vaccinations. Contact the Director of the Public Safety Training Center for complete list of requirements.

**Corequisites:** EMMS 170A

**Enrollment limitation:** Prior to participation in clinical, students need to provide proof of cleared criminal background check which includes: **OIG and GSA database searches within 12 months of start of school program (HR receives/Keeps Copy on File). Proof of negative two-step PPD (TST), Chest X-Ray, or QuantiFERON (R)-TB Gold within the past 12 months. Vaccination Requirements: Proof of influenza vaccination (Seasonal and H1N1): one dose annually (or signed declination) – if declination form is signed a mask will be required in patient care areas. Proof of measles (rubella): Two doses. Proof of mumps: Two doses. Proof of varicella: Two doses. Tetanus, Diphtheria, Pertussis (TDaP): One dose (or signed declination) .**

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

**Materials Fee:** \$135

### EMMS 270R EMT-1: RECERTIFICATION

**.5 unit • P/NP • Total hours: 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.

**Advisories:** EMMS 170 or EMT-1 California certification (current or expired for no more than one year)

# Engineering

## DEGREE

Engineering – Associate in Arts (Transfer Preparation)

# Engineering

## ASSOCIATE IN ARTS DEGREE (Transfer Preparation)

This program prepares students for transfer into an Engineering baccalaureate program by providing foundational training in core courses across the discipline.

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

- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- Use the engineering method to solve technical problems or create products or processes.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.

### Associate in Arts Degree (Transfer Preparation)

#### Associate Degree Major Requirements Units

##### REQUIRED CORE:

Select at least 18 units from the following: 18

CHEM 1A	General Chemistry I (5)
CHEM 1B	General Chemistry II (5)
MATH 20A	Calculus with Analytic Geometry I (5)
MATH 20B	Calculus with Analytic Geometry II (5)
MATH 20C	Calculus of Several Variables (5)
MATH 31	Linear Algebra (4)
MATH 32	Differential Equations (4)
PHYS 3A	Science and Engineering Physics I (4)
PHYS 3B	Science and Engineering Physics II (4)
PHYS 3C	Science and Engineering Physics III (4)

Select at least 7 units from the following: 7

ENGR 1A	Introduction to Engineering (3)
ENGR 2	Engineering Design Graphics (3)
ENGR 4	Engineering Materials (4)
ENGR 8	Engineering Statics (3)
ENGR 12	Engineering Circuits (3)
& ENGR 12L	Engineering Circuits Lab (1)
ENGR 17	Program and Problem-Solving in MATLAB (3)

**TOTAL MAJOR UNITS** **25**

**Associate Degree Requirements (as described above)** **25**

Contact an MPC counselor for major preparation at specific institutions.

Complete Competency Requirements, and CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).

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

## COURSE DESCRIPTIONS

### ENGR 1A INTRODUCTION TO ENGINEERING

**3 units • LG-P/NP • Three hours lecture; one hour lab**

The course explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. It explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. It presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. It develops communication skills pertinent to the engineering profession. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### ENGR 2 ENGINEERING DESIGN GRAPHICS

**3 units • LG • Two hours lecture; three hours lab**

This course introduces the graphical tools used by engineers to support and enhance the engineering design process. Topics include spatial reasoning skills, orthographic projections, mechanical dimensioning and tolerancing practices, and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course. May also be offered online.

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

### ENGR 4 ENGINEERING MATERIALS

**4 units • LG-P/NP • Three hours lecture; three hours lab**

This course presents the internal structure and resulting behavior of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. Emphasis is on developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the course, to operate testing equipment, to analyze experimental data, and to prepare reports. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites: CHEM 1A; PHYS 3A**

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

### ENGR 8 ENGINEERING STATICS

**3 units • LG-P/NP • Three hours lecture; one hour lab**

Students learn the principles of statics and their application to engineering problems. Topics include two- and three-dimensional force systems acting on particles and rigid bodies in equilibrium, analysis of trusses and beams, distributed forces, shear and bending moment diagrams, friction, center of gravity, centroids, and moments of inertia. Optional additional topics include fluid statics, cables, Mohr's circle, and virtual work. May also be offered online.

**Prerequisites: PHYS 3A**

**Prerequisites or corequisites: MATH 20C**

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

**ENGR 12 ENGINEERING CIRCUITS****3 units • LG • Three hours lecture; one hour lab**

This course introduces the analysis of electrical circuits containing resistors, capacitors, inductors, dependent sources, op-amps, and/or switches.

Topics include circuit laws, network theorems, superposition, natural and forced responses, complex phasors, power, energy, and associated calculations. May also be offered online.

**Prerequisites:** PHYS 3B**Corequisites:** ENGR 12L**Prerequisites or corequisites:** MATH 32**Advisories:** ENGL 1A**Credit transferable:** CSU, UC**ENGR 12L ENGINEERING CIRCUITS LABORATORY****1 unit • LG-P/NP • Three hours lab**

Students build, measure, analyze, and model standard electronics circuits while verifying theoretical circuit principles. Multimeters, oscilloscopes, power supplies, function generators, and circuit simulation tools are used to collect data and describe circuit behavior. Laboratory projects present circuits similar to those covered in ENGR 12 while also introducing semiconductor components such as diodes, transistors, and other integrated circuits. May also be offered online.

**Corequisites:** ENGR 12**Credit transferable:** CSU, UC**ENGR 17 PROGRAMMING AND PROBLEM-SOLVING IN MATLAB****3 units • LG-P/NP • Two hours lecture; three hours lab**

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** MATH 20A**Advisories:** ENGL 1A**Credit transferable:** CSU, UC

# Engineering Technology

See **MECHATRONICS TECHNOLOGY**.

# English

**DEGREE**

**English –**  
Associate in Arts for Transfer

**CERTIFICATES OF TRAINING****English: Creative Writing****English: Great Books**

# English

**ASSOCIATE IN ARTS FOR TRANSFER DEGREE**

The Associate in Arts in English for Transfer degree (AA-T in English) program is designed to give students a broad background in the study and practice of the literary arts and expository writing. The combination of the core courses and the wide variety of electives offered within the degree program prepares students to transfer into the CSU system to pursue a baccalaureate degree in English or similar major with university level work in areas such as literature, creative writing, and rhetoric, as well as in a number of other fields, including liberal arts, education, law, media studies, politics, and other paths of study that lead to careers in which clear communication is essential. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Make effective rhetorical choices in relation to audience and purpose in academic and/or creative writing.
- Recognize and differentiate the basic literary genres as art forms.
- Read, discuss, and write critically about literary works within their aesthetic, historical, philosophical, and/or cultural contexts.

**Associate in Arts for Transfer**

Associate Degree Major Requirements		Units
<b>REQUIRED CORE:</b>		<b>6</b>
ENGL 1B	Introduction to Literature (3)	
ENGL 2	Argumentative Writing and Critical Thinking (3)	
<b>LIST A: Select two courses from the following:</b>		<b>6</b>
ENGL 40A	Survey of American Literature I (3)	
ENGL 40B	Survey of American Literature II (3)	
ENGL 44	Survey of World Literature I (3)	
ENGL 45	Survey of World Literature II (3)	
ENGL 46	Survey of British Literature I (3)	
ENGL 47	Survey of British Literature II (3)	
<b>LIST B: Select one course from the following or from LIST A not already selected:</b>		<b>3</b>
ENGL 5	Introduction to Great Books (3)	
ENGL/GWOS 11	Literature By and About Women (3)	
ENGL 16	Shakespeare Visions: Film and Text Comparisons (3)	
ENGL 17	Introduction to Shakespeare (3)	

ENGL 18	The Bible As Literature (3)
ENGL 22	Introduction to Poetry (3)
ENGL 31	Introduction to Creative Writing (3)

**LIST C: Select one course from the following or from LIST A or B not already selected:** **3**

BUSI 70	Business Communication (3)
COMM 5	Mass Media Methods (3)
HUMA 10	Exploration of Values in Living (3)
SPCH 5	Oral Interpretation of Literature (3)
THEA 1	Introduction to Theatre (3)

**TOTAL MAJOR UNITS** **18**

**Associate Degree Requirements (as described above)** **18**

*Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).*

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

# English : Creative Writing

## CERTIFICATE OF TRAINING

The Creative Writing Certificate of Training program provides students the opportunity to pursue their interest in writing through intensive study and practice of the literary arts. Working with faculty who are themselves published writers, students create original, polished works of poetry and prose. The program engages students in writing, reading and discussing creative works in a supportive writing workshop environment. This program is of benefit to students planning to major in Creative Writing at a four-year institution, and to anyone with an interest in exploring their own creativity and developing stronger writing, reading and critical thinking skills.

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

- Read, analyze and write works of creative prose and poetry.
- Suggest improvements (in writing and in discussion) to works evaluated, using concepts and vocabulary appropriate to the relevant literary genre.
- Revise their own works of creative prose and poetry, applying concepts and techniques appropriate to the relevant literary genre.

### Certificate of Training

Certificate Requirements	Units
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ENGL 31 Introduction to Creative Writing or ENGL 32 Creative Writing II (3)	3
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**Select four courses from the following (at least three of the four must be Creative Writing courses; courses may not be repeated; all courses must be taken at MPC.):** **12**

#### Creative Writing Courses

ENGL 31	Introduction to Creative Writing (3)
ENGL 32	Creative Writing II (3)
ENGL 51	Fiction Writing (3)
ENGL 52	Creative Nonfiction Writing (3)
ENGL 53	Poetry Writing (3)
ENGL 54	Novel Writing (3)

#### Literature Courses

ENGL 5	Introduction to Great Books (3)
ENGL/GWOS 11	Literature By and About Women (3)
ENGL 17	Introduction to Shakespeare (3)
ENGL 18	The Bible as Literature (3)
ENGL 22	Introduction to Poetry (3)
ENGL 40A	Survey of American Literature I (3)
ENGL 43	Comics as Literature (3)
ENGL 44	Survey of World Literature I (3)
ENGL 45	Survey of World Literature II (3)
ENGL 46	Survey of British Literature I (3)
ENGL 47	Survey of British Literature II (3)

**TOTAL CERTIFICATE UNITS** **15**

# English: Great Books

## CERTIFICATE OF TRAINING

Those who complete the MPC Great Books Program receive a certificate recognizing them as a "Great Books Scholar." This designation aids in transfer and scholarship applications, enhances resumes for future employers, and signifies verbal fluency and cultural literacy.

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

- Express, orally and through cogent writing, a thorough knowledge and understanding of Great Books concepts, traditions of inquiry, and critiques.
- Provide evidence of a thorough, comprehensive knowledge of particular literary, historical, and philosophical works and their presentation of perennial, enduring questions.
- Consider ideas syntopically and discuss the products of the Western literary and cultural tradition as an ongoing Great Conversation.

### Certificate of Training

Certificate Requirements		Units
ENGL 5	Introduction to Great Books	3
<b>Select 12 units from the following:</b>		<b>12</b>
ENGL 9	Great Books and Civil Liberties (3)	
ENGL 11	Literature by and About Women (3)	
ENGL 16	Shakespeare Visions: Film and Text Comparisons (3)	
ENGL 17	Introduction to Shakespeare (3)	
ENGL 18	The Bible as Literature (3)	
ENGL 40A	Survey of American Literature I (3)	
ENGL 40B	Survey of American Literature II (3)	
ENGL 44	Survey of World Literature I (3)	
ENGL 45	Survey of World Literature II (3)	
ENGL 46	Survey of British Literature I (3)	
ENGL 47	Survey of British Literature II (3)	
HIST 4	Western Civilization I (3)	
PHIL 2	Introduction to Philosophy (3)	
PHIL 8	Introduction to World Religions (3)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>15</b>

## COURSE DESCRIPTIONS

### English

#### ENGL 1A COLLEGE COMPOSITION

**3 units • LG-P/NP • Three hours lecture**

This is an introductory course that offers instruction in expository and argumentative writing, appropriate and effective use of language, close reading, cogent thinking, research strategies, information literacy, and documentation. May also be offered online. [C-ID ENGL 100]

**Prerequisites:** Qualifying reading and writing assessment results; or satisfactory completion of ENGL 111 or ENSL 110

**Advisories:** LIBR 50 (may be taken concurrently)

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area A2; IGETC, Area 1A; MPC, Area A1

#### ENGL 1B INTRODUCTION TO LITERATURE

**3 units • LG-P/NP • Three hours lecture**

This course introduces representative works from major genres, develops students' close reading and analytical writing skills, and promotes appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature. [C-ID ENGL 120]

**Prerequisites:** ENGL 1A

**Advisories:** LIBR 50 (may be taken concurrently)

**Credit transferable:** CSU, UC

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

#### ENGL 2 ARGUMENTATIVE WRITING AND CRITICAL THINKING

**3 units • LG-P/NP • Three hours lecture**

This course offers instruction in argumentation and critical writing, critical thinking, analytical evaluation of texts, research strategies, information literacy, and proper documentation. Portions of instruction may be offered online; may also be offered fully online. [C-ID ENGL 105]

**Prerequisites:** ENGL 1A

**Advisories:** LIBR 50 (may be taken concurrently)

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area A3; IGETC, Area 1B; MPC, Area A2

#### ENGL 5 INTRODUCTION TO GREAT BOOKS

**3 units • LG-P/NP • Three hours lecture**

This course offers an introduction to the theory, precepts, and history of the Great Books movement including the nature of and criteria for greatness, the relationship between great books and democracy, the "Great Conversation," instruction in how to read challenging texts, and the unique characteristics of typographic texts. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

**ENGL 9 GREAT BOOKS AND CIVIL LIBERTIES****3 units • LG-P/NP • Three hours lecture**

Many of the assumptions by which Western democracies conduct their civic lives derive from classic texts, both fiction and non-fiction. This course discusses some of those works with readings and viewings that include Locke, Mill, Rousseau, Orwell, Tocqueville, Thoreau, King, Hanson, Harlan Ellison, Kurt Vonnegut, Ray Bradbury, Greg Lukianoff, and more. Offered online.

**Prerequisites:** ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C, D**ENGL 11 LITERATURE BY AND ABOUT WOMEN****3 units • LG-P/NP • Three hours lecture**

This course covers American, British, and international literary works by and about women, including poetry, fiction, autobiography, drama and non-fiction prose. It introduces 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 Gender and Women's Studies 11; credit may be earned only once. May also be offered online.

**Prerequisites:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 16 SHAKESPEARE VISIONS:  
FILMS AND TEXT COMPARISONS****3 units • LG-P/NP • Three hours lecture**

This course offers comparative analysis of the tragedies, comedies, and histories of William Shakespeare through examination of various film versions and texts of the works. May also be offered online.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; MPC, Area C**ENGL 17 INTRODUCTION TO SHAKESPEARE****3 units • LG-P/NP • Three hours lecture**

Students read and analyze 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.

**Advisories:** 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-P/NP • Three hours lecture**

This course offers a literary exploration of the Bible, examining the different types of literature such as myth, history, poetry, drama, story and letters found in the Biblical text. Key figures, events and themes are examined along with the influence of the Biblical literature on history, culture and art. May also be offered online.

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 20 MODERN GRAMMAR FOR COLLEGE AND  
THE PROFESSIONS****3 units • LG-P/NP • Three hours lecture**

This course offers an intensive prescriptive review of English grammar and modern usage, covering terminology, sentence structure, mechanics, and punctuation. It focuses on the conventions of academic and professional writing, specifically teaching students to revise and prepare written work for submission. It also covers conventional formatting and documentation styles used at the undergraduate level and in various professions. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**ENGL 22 INTRODUCTION TO POETRY****3 units • LG-P/NP • Three hours lecture**

This course is 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. Students are guided in reading a broad selection of poems both for analysis and enjoyment.

**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 31 INTRODUCTION TO CREATIVE WRITING****3 units • LG-P/NP • Three hours lecture**

Introduction to the craft of creative writing through the study and analysis of the works of established and peer writers. Students will practice writing in various genres and will be introduced to the workshop method. [C-ID ENGL 200]

**Credit transferable:** CSU**ENGL 32 CREATIVE WRITING II****3 units • LG-P/NP • Three hours lecture**

This course provides a critical forum for the emerging writer in a variety of modes: short story, novel, poetry, drama, nonfiction, 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 transfer.

**Credit transferable:** CSU

**ENGL 40A SURVEY OF AMERICAN LITERATURE I****3 units • LG-P/NP • Three hours lecture**

This course introduces students to America's literary traditions from their beginnings to the second half of the 19th century. May also be offered online. [C-ID ENGL 130]

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C, F**ENGL 40B SURVEY OF AMERICAN LITERATURE II****3 units • LG-P/NP • Three hours lecture**

This course introduces students to a wide range of American authors and their relationship to major literary and intellectual movements from the second half of the nineteenth century to the present. [C-ID ENGL 135]

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC Area 3B; MPC, Area C, F**ENGL 43 COMICS AS LITERATURE****3 units • LG-P/NP • Three hours lecture**

This course offers a survey of the form and history of visual literature known as "comics" with a focus on the unique properties of the medium.

Specifically, the course surveys graphic novels, comic books, and comic strips as complex and dynamic forms of literature.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 44 SURVEY OF WORLD LITERATURE I****3 units • LG-P/NP • Three hours lecture**

This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid or late seventeenth century. May also be offered online. [C-ID ENGL 140]

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 45 SURVEY OF WORLD LITERATURE II****3 units • LG-P/NP • Three hours lecture**

This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present. May also be offered online. [C-ID ENGL 145]

**Prerequisites:** ENGL 1A**Advisories:** 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-P/NP • Three hours lecture**

This course surveys the literature written in the British Isles up to the last quarter of the 18th century. May also be offered online. [C-ID ENGL 160]

**Prerequisites:** ENGL 1A**Advisories:** 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-P/NP • Three hours lecture**

This course surveys British literature from the late 18th century to contemporary British and post-colonial texts. May also be offered online. [C-ID ENGL 165]

**Prerequisites:** ENGL 1A**Advisories:** ENGL 1B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B; MPC, Area C**ENGL 51 FICTION WRITING****3 units • LG-P/NP • Three hours lecture**

This course covers the study and practice of fiction writing. It includes the reading and discussion of works by established authors, lectures, and sharing of original student work in a writing workshop environment. Not a substitute for the English composition requirement for a bachelor's degree.

**Credit transferable:** CSU**ENGL 52 CREATIVE NONFICTION WRITING****3 units • LG-P/NP • Three hours lecture**

This course covers the study and practice of creative nonfiction writing. It includes the reading and discussion of works by established authors, lectures, and sharing of original student work in a supportive writing workshop environment. Not a substitute for the English composition requirement for a bachelor's degree.

**Credit transferable:** CSU**ENGL 53 POETRY WRITING****3 units • LG-P/NP • Three hours lecture**

This course covers the study and practice of poetry writing. It includes the reading and discussion of works by established poets, lectures, and sharing of original student work in a supportive writing workshop environment. Not a substitute for the English composition requirement for a bachelor's degree.

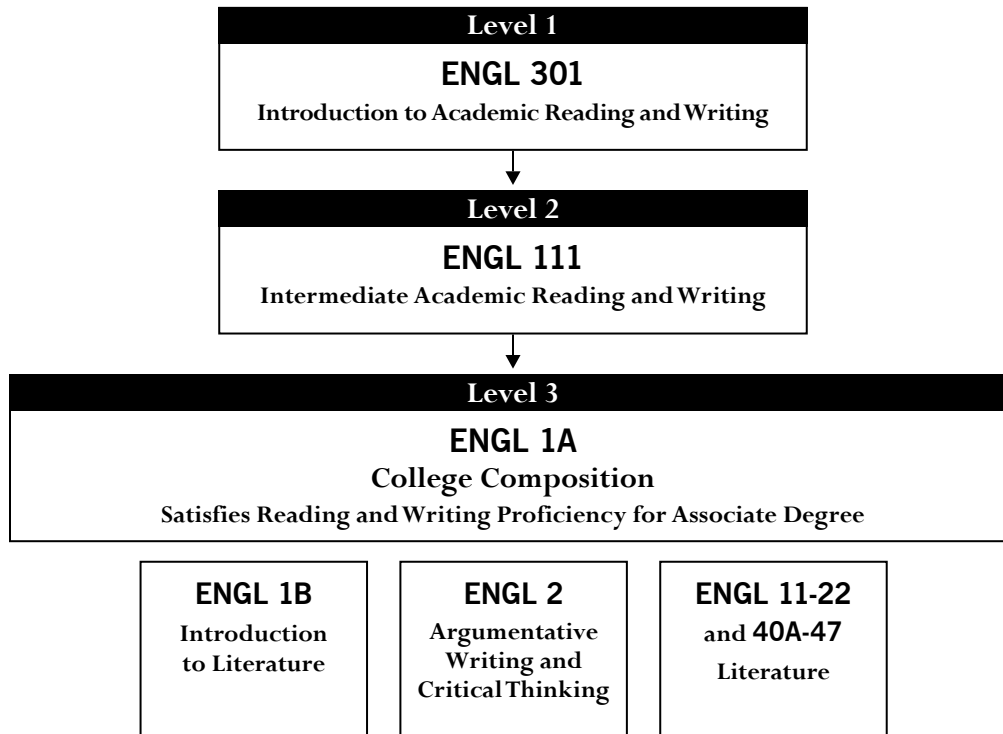
**Credit transferable:** CSU**ENGL 54 NOVEL WRITING****3 units • LG-P/NP • Three hours lecture**

This course covers the study and practice of long-form fiction writing, including the novel and novella. It includes the reading and discussion of works by established authors, lectures, and sharing of original student work in a writing workshop environment. Not a substitute for the English composition requirement for a bachelor's degree.

**Credit transferable:** CSU



# English Sequence



## ENGL 90 INDEPENDENT STUDY

*.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit*

This course provides a framework for this academic discipline, which is 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.

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and ENSL 155  
**Credit transferable:** CSU

## ENGL 111 INTERMEDIATE ACADEMIC READING AND WRITING

*4 units • LG-P/NP • Four hours lecture*

This reading and writing course prepares students for ENGL 1A. It introduces students to critical reading with emphasis on reading skills and strategies for improved comprehension and on critical reading skills and strategies for purposes of analysis, comparison, and judgment. It also teaches mastery of the basic principles of exposition and syntax. Students write 500-word essays, and they read essays and articles that stimulate analytical thinking and writing, at times integrating what they've read with what they write. **WRITING REQUIREMENT:** A minimum of 4,000 words; journal writing may also be required. May also be offered online.

**Prerequisites:** Qualifying reading and writing assessment results or satisfactory completion of ENGL 301 and 301L

## ENGL 301 INTRODUCTION TO ACADEMIC READING AND WRITING

*4 units • P/NP • Four hours lecture*

This reading and writing course strengthens reading skills and strategies, including active reading, annotating, and summarizing. It also strengthens writing skills and strategies, such as thesis statement composition, essay development, and editing for repetition and redundancy.

**Writing requirement:** 4,000 words.

**Prerequisites:** Qualifying reading and writing assessment results  
**Corequisites:** ENGL 301L

## ENGL 301L INTRODUCTION TO ACADEMIC READING AND WRITING LAB

*1 unit • P/NP • Three hours lab*

Students are provided fundamental study and practice of grammar and reading skills introduced in ENGL 301 in a lab setting with individualized help.

**Corequisites:** ENGL 301

## English and Study Skills Center

### ENGL 300 PERSONALIZED WRITING INSTRUCTION

*.5-2 units • P/NP • Total hours: Fifty-one hours lab for each unit of credit*

English 300 is for students who want to improve their written composition 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.

### ENGL 400 INDIVIDUALIZED ENGLISH AND STUDY SKILLS

*0 units • NC • One and one-half to nine hours lab per week*

English 400 is for students who want to improve their written composition or study skills for the purpose of academic preparedness. Students meet regularly with an instructor while working on an individualized program of study. Computers are available for the completion of ENGL 400 coursework. Materials and instruction related to English and/or study skills can be provided. May also be offered online.

## Reading Center

### ENGL 351 COLLEGE READING STRATEGIES I

*.5-1 unit • P/NP • Total hours: Fifty-one hours lab for each unit of credit*

Students work to master the basic principles of the English language, developing skills necessary for reading, writing, and speech.

**Prerequisites:** Individualized assessment of reading and spelling skills  
**Advisories:** Concurrent enrollment in an English, English as a Second language, or lecture course in any discipline is strongly recommended.

### ENGL 352 COLLEGE READING STRATEGIES II

*.5-1 unit • P/NP • Total hours: Fifty-one hours lab for each unit of credit*

Students continue progress made in ENGL 351, working to master the basic principles of the English language and developing skills necessary for reading, writing, and speech. Concurrent enrollment in an English, English as a Second Language, or lecture course is strongly recommended.

**Prerequisites:** Individualized assessment of reading and spelling skills

## English as a Second Language

### CERTIFICATES OF COMPLETION

English as a Second Language – Intermediate Level

English as a Second Language – Advanced Level

## English as a Second Language Intermediate Level

### CERTIFICATE OF COMPLETION

The Intermediate Level Certificate of Completion, which is attained upon the successful completion of English as a Second Language courses in level 3, signifies an intermediate level of mastery in reading, writing, and speaking skills in English as a Second Language.

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

- Competently express opinions on a series of current issues.
- Identify key points and organization in a reading passage.
- Write a focused, unified paragraph with a topic sentence, using a variety of structures, and vocabulary on familiar topics.
- Read and moderately understand simplified personal, professional, academic, and literary texts that range from 1-3 pages in length.
- Use simple and continuous tenses with regular and irregular verbs.
- Competently express ideas on everyday topics concerning life at home, work, and school.

### Certificate of Completion

Certificate Requirements		Units	Hours
ENSL 412	Beg. Eng.: Speaking and Listening	0	1-102
ENSL 413	Beg. Eng.: Writing, Reading, and Vocab.	0	1-136
ENSL 421	High-Beg. Writing	0	1-85
ENSL 423	High-Beg. Speaking and Listening	0	1-51
ENSL 425	High-Beg. Reading and Vocabulary	0	1-85
ENSL 431	Low-Intermed. Writing	0	1-85
ENSL 434	Low-Intermed. Speaking and Listening	0	1-51
ENSL 435	Low-Intermed. Reading and Vocab.	0	1-85
<b>TOTAL CERTIFICATE UNITS/HOURS</b>		<b>0</b>	<b>1-680</b>

Students may also qualify for the certificate by completing one of the following: ENSL 431, ENSL 434, or ENSL 435 and fulfilling the remaining course requirements via an ENSL Assessment Exam Placement or ENSL Challenge Exam.

# English as a Second Language Advanced Level

## CERTIFICATE OF COMPLETION

The Advanced Level Certificate of Completion, which is attained upon the successful completion of English as a Second Language courses in level 5, signifies an advanced level of mastery in reading, writing, and speaking skills in English as a Second Language.

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

- Identify key American authors and thinkers, values, and assumptions.
- Use a variety of sentence structures.
- Read and generally understand a range of professional, academic, and literary texts.
- Participate in a sustained discussion for 15 minutes or more.
- Write well-developed essays (350+ words) with clear thesis statements using various rhetorical methods.
- Incorporate secondary sources to support opinion.

### Certificate of Completion

Certificate Requirements		Units	Hours
ENSL 442	Intermediate Writing	0	1-85
ENSL 443	Intermediate Reading and Vocab.	0	1-85
ENSL 445	Intermediate Speaking and Listening	0	1-51
ENSL 446	High-Intermed. Writing: Amer. Culture	0	1-85
ENSL 448	High-Intermed. Speaking and Listening	0	1-51
ENSL 455	High-Intermed. Reading: Amer. Culture	0	1-85
<b>TOTAL CERTIFICATE UNITS/HOURS</b>		<b>0</b>	<b>1-442</b>

*Students may also qualify for the certificate by completing one of the following: ENSL 446, ENSL 448, or ENSL 455 and fulfilling the remaining course requirements via an ENSL Assessment Exam Placement or ENSL Challenge Exam.*

## COURSE DESCRIPTIONS

### LEVEL 1

#### ENSL 312/412 BEGINNING ENGLISH: SPEAKING AND LISTENING

**6 units/0 units • P/NP • Six hours lecture**

This course is for the student who has very little English. It is an integrated skills course emphasizing listening, speaking, and pronunciation.

**Prerequisites:** Qualifying ENSL assessment result

#### ENSL 313/413 BEGINNING ENGLISH: WRITING, READING, AND VOCABULARY

**6 units/0 units • P/NP • Six hours lecture; two hours lab**

This course is for the student who has very little or no English. It is an integrated skills course emphasizing grammar, writing, and reading. Includes two hours per week of computer-based assignments.

**Prerequisites:** Qualifying ENSL assessment result

### LEVEL 2

#### ENSL 321/421 HIGH-BEGINNING WRITING

**4 units/0 units • P/NP • Four hours lecture; one hour lab**

This is a high-beginning writing course for the non-native speaker emphasizing grammar, vocabulary, and writing sentences. Includes one hour per week of computer-based assignments.

**Prerequisites:** ENSL 313; or ENSL 413;  
or qualifying ENSL assessment result

#### ENSL 323/423 HIGH-BEGINNING SPEAKING AND LISTENING

**3 units/0 units • P/NP • Three hours lecture**

This course, at the high-beginning level for non-native speakers, emphasizes listening, vocabulary, and conversation in situational contexts.

**Prerequisites:** ENSL 312; or ENSL 412;  
or qualifying ENSL assessment result

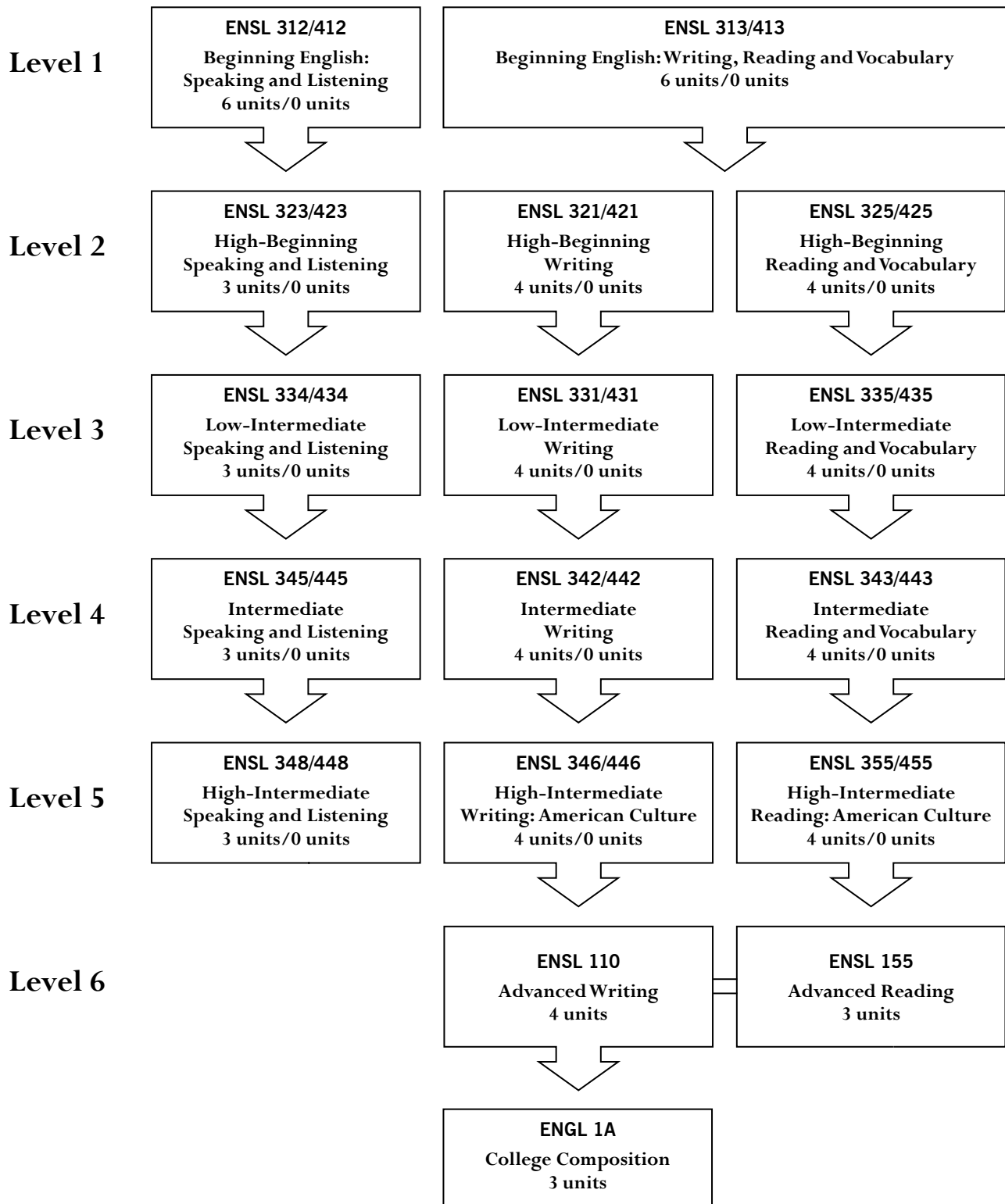
#### ENSL 325/425 HIGH-BEGINNING READING AND VOCABULARY

**4 units/0 units • P/NP • Four hours lecture; one hour lab**

This is a high-beginning course for the non-native speaker emphasizing reading and vocabulary development. Includes one hour per week of computer-based assignments.

**Prerequisites:** ENSL 313; or ENSL 413;  
or qualifying ENSL assessment result

## English as a Second Language Sequence



**LEVEL 3****ENSL 331/431 LOW-INTERMEDIATE WRITING***4 units/0 units • P/NP • Four hours lecture; one hour lab*

This is a low-intermediate course for the non-native speaker emphasizing grammar and writing. Includes one hour per week of computer-based assignments.

**Prerequisites:** ENSL 321; or ENSL 421;  
or qualifying ENSL assessment result

**ENSL 334/434 LOW-INTERMEDIATE SPEAKING AND LISTENING***3 units /0 units • P/NP • Three hours lecture*

This course, at the low-intermediate level for nonnative speakers, emphasizes listening, vocabulary and conversation in situational contexts.

**Prerequisites:** ENSL 323; or ENSL 423;  
or qualifying ENSL assessment result

**ENSL 335/435 LOW-INTERMEDIATE READING AND VOCABULARY***4 units/0 units • P/NP • Four hours lecture; one hour lab*

This is a low-intermediate course for the non-native speaker, emphasizing reading. Includes one hour per week of computer-based assignments.

**Prerequisites:** ENSL 325; or ENSL 425;  
or qualifying ENSL assessment result

**LEVEL 4****ENSL 342/442 INTERMEDIATE WRITING***4 units/0 units • P/NP • Four hours lecture; one hour lab*

This is an intermediate course for the non-native speaker emphasizing the organization and development of ideas of academic writing. Students focus on writing short essays and utilizing core vocabulary. Portions of instruction may be offered online.

**Prerequisites:** ENSL 331; or ENSL 431;  
or qualifying ENSL assessment result

**ENSL 343/443 INTERMEDIATE READING AND VOCABULARY***4 units/0 units • P/NP • Four hours lecture; one hour lab*

This intermediate course for the non-native speaker emphasizes strategies and techniques of academic reading. Portions of instruction may be offered online.

**Prerequisites:** ENSL 335; or ENSL 435;  
or qualifying ENSL assessment result

**ENSL 345/445 INTERMEDIATE SPEAKING AND LISTENING***3 units /0 units • P/NP • Three hours lecture*

This is an intermediate course for the non-native speaker emphasizing pronunciation, communication/presentation, and listening skills.

**Prerequisites:** ENGL 334; or ENSL 434;  
or qualifying ENSL assessment result

**LEVEL 5****ENSL 346/446 HIGH-INTERMEDIATE WRITING: AMERICAN CULTURE***4 units/0 units • P/NP • Four hours lecture; one hour lab*

This is a high-intermediate course for the non-native speaker designed to increase writing skills and cultural literacy. Emphasis is placed on writing essays relevant to U.S. government, diversity, values, and innovations. Portions of instruction may be offered online.

**Prerequisites:** ENGL 342; or ENSL 442;  
or qualifying ENSL assessment result

**ENSL 348/448 HIGH-INTERMEDIATE SPEAKING AND LISTENING***3 units/0 units • P/NP • Three hours lecture*

This is a high-intermediate speaking and listening course for the nonnative speaker. Students give speeches and participate in classroom discussion to further develop cross-cultural communication skills.

**Prerequisites:** ENSL 345; or ENSL 445;  
or qualifying ENSL assessment result

**ENSL 355/455 HIGH-INTERMEDIATE READING: AMERICAN CULTURE***4 units/0 units • P/NP • Four hours lecture; one hour lab*

This is a high-intermediate reading course for the non-native speaker focusing on American culture. Students read and analyze literary and academic texts and build their academic vocabulary. Portions of instruction may be offered online.

**Prerequisites:** ENSL 343; or ENSL 443;  
or qualifying ENSL assessment result

**LEVEL 6****ENSL 110 ADVANCED WRITING***4 units • LG-P/NP • Four hours lecture; one hour lab*

This is an advanced writing course for the non-native speaker emphasizing the basic principles of exposition, organization, and research. It also offers review of grammar and punctuation. Successful completion of this course prepares students for ENGL 1A. WRITING REQUIREMENT: Minimum of 4,000 words. Portions of instruction may be offered online.

**Prerequisites or corequisites:** ENSL 155  
**Prerequisites:** ENSL 346; or ENSL 446;  
or qualifying ENSL assessment result

**ENSL 155 ADVANCED READING***3 units • LG-P/NP • Three hours lecture; one hour lab*

This is an advanced course for the non-native speaker emphasizing analytical and critical comprehension of academic readings. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** ENSL 355; or ENSL 455;  
or qualifying ENSL assessment result

## SUPPLEMENTAL COURSES

**ENSL 300/400 INDIVIDUALIZED STUDY IN ENGLISH**

*.5-3 units/0 units • P/NP • Total hours: Twenty-five and one-half hours lab for each one-half unit of credit*

This is a course 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.

**ENSL 326/426 ENGLISH SKILLS FOR SUCCESS I**

*.5-4 units/0 units • P/NP • Total hours: Seventeen hours lecture for each unit of credit*

This is a course at the high-beginning or low-intermediate level for the non-native speaker, emphasizing listening and conversation.

**Advisories:** ENSL 312 and 313; or ENSL 412 and 413; or qualifying assessment score

**ENSL 328/428 PRONUNCIATION AND SPELLING**

*4 units/0 units • P/NP • 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.

**Advisories:** ENSL 312 and 313; or ENSL 412 and 413; or qualifying assessment score

**ENSL 336/436 ENGLISH SKILLS FOR SUCCESS II**

*.5-4 units/0 units • P/NP • Total hours: Seventeen 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.

**Advisories:** ENSL 321, 323, and 325; or ENSL 421, 423, and 425; or qualifying assessment score

# Ethnic Studies

**DEGREE**

**Ethnic Studies – Associate in Arts**

## Ethnic Studies

**ASSOCIATE IN ARTS DEGREE**

An Associate in Arts degree in Ethnic Studies can be used in social work, teaching, law, advocacy, politics, community services, cultural arts, or museums, and in local, state and federal governmental agencies. Ethnic Studies scholarship is interdisciplinary by nature and interrogates the multiple meanings of diversity. It also engages students in critically examining the cultural contributions, historical experiences, and socioeconomic concerns of varied groups. As part of our pedagogical philosophy, the Ethnic Studies program uses student-centered pedagogies to expand students' social and political horizons, as well as their creative, critical thinking skills. The Ethnic Studies program is committed to providing students with the skills to address social issues in their communities and to work effectively across diverse settings.

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

- Define and use key concepts, terminology, and theoretical frameworks central to the interdisciplinary field of Ethnic Studies.
- Analyze and discuss the social, economic, and cultural experiences of ethnic minorities relative to the social sciences and the humanities by engaging in critical thinking, communication, and research.
- Identify and discuss interconnections of ethnicity, gender, race, class, sexuality, ability, and other categories of identity in various spheres of human experience ranging from the individual to the collective.
- Demonstrate cultural competence by illustrating openness to learning about people, cultures, and societies different from themselves and being able to effectively interact with people from diverse cultures.

**Associate in Arts Degree**

Associate Degree Major Requirements	Units
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**Introductory Courses:**

<b>Select one course from the following:</b>	<b>3</b>
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ETNC 10	Introduction to Social Justice (3)
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ETNC/SOCI 13	Introduction to Race and Ethnicity (3)
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**Humanities Courses:**

<b>Select one course from the following:</b>	<b>3</b>
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ETNC 4	Mexican-American Art in American Culture (3)
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ETNC 5	African-American Arts and Music in American Culture (3)
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ETNC 6	Culture in American Film (3)
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**Historical Settings Courses:**

<b>Select one course from the following:</b>	<b>3</b>
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ETNC/HIST 24	African-Americans in U.S. History To 1865 (3)
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ETNC/HIST 25	African-Americans in U.S. History Since 1865 (3)
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HIST/GWOS 12	Women in United States History (3)
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**Political Institutions Courses:**

<b>Select one course from the following:</b>	<b>3</b>
ETNC/POLS 16 African-Americans in American Government (3)	
ETNC/POLS 18 Latinos in American Government (3)	
<b>Elective Courses:</b>	
<b>Select any two courses listed above not already used, or choose from the following courses:</b>	<b>6</b>
ETNC/SOCI 14 Sociology of Latinos and Latinas (3)	
ETNC/ANTH 20 Native Peoples of North America (3)	
ETNC/SOCI 22 Asian Americans and Pacific Islanders in Amer. Society (3)	
ETNC/GWOS/ANTH 30 Gender in Global Perspective (3)	
ETNC/HIST 40 The African Experience (3)	
<b>TOTAL MAJOR UNITS</b>	<b>18</b>
<b>Associate Degree Requirements (as described above)</b>	<b>18</b>
<i>Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

**COURSE DESCRIPTIONS**

**ETNC 4 MEXICAN-AMERICAN ART IN AMERICAN CULTURE**

**3 units • LG-P/NP • Three hours lecture**

This is a course on Mexican-American art and the historical, political, spiritual, and aesthetic antecedents that have nurtured the development of visual culture. It explores the negotiation of identities in Mexican-American artwork in relation to the politics and iconography of the Chicano movement and analysis of contemporary Mexican-American art genres.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU, UC**  
**General Ed. Credit: CSU, Area C1, C2; IGETC, Area 3A, 3B; MPC, Area C, D, F**

**ETNC 5 AFRICAN-AMERICAN ARTS AND MUSIC IN AMERICAN CULTURE**

**3 units • LG-P/NP • Three hours lecture**

This course explores African-American expressive culture and the historical, political, spiritual, and aesthetic antecedents that have nurtured the symbiosis between music and culture. It examines varied African-American art forms and their relationship to American culture. It explores the development of African-American music from 17th century to present with attention given to its historical and humanistic contexts. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU, UC**  
**General Ed. Credit: CSU, Area C1, C2; IGETC, Area 3A, 3B; MPC, Area C, D, F**

**ETNC 6 CULTURE IN AMERICAN FILM**

**3 units • LG-P/NP • Three hours lecture**

This course introduces students to the critical study of the representation and construction of American culture in film. It examines the ways in which ideologies are conveyed through popular film and how technological, industrial, and aesthetic factors affect screen content. It also examines how diverse images of ethnicity, class, and gender are portrayed in film and explores the perspectives and contributions of diverse cultural groups to American film.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU, UC**  
**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, F**

**ETNC 10 INTRODUCTION TO SOCIAL JUSTICE**

**3 units • LG-P/NP • Three hours lecture**

This course offers an interdisciplinary study of race and ethnicity in the United States. It examines social justice movements in relation to cultural, ethnic, and racial groups in the United States to provide a basis for a better understanding of the socio-economic, cultural, and political conditions among key social groups. It also examines the historical experience of diverse groups in relation to the social construction of race, ethnicity, gender, religion, sexual orientation, and class. Portions of instruction may be offered online; may also be offered fully online. [C-ID SJS 110]

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU, UC**  
**General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F**

**ETNC 13 INTRODUCTION TO RACE AND ETHNICITY**

**3 units • LG-P/NP • Three hours lecture**

This course is an introduction to the sociological analysis of race, ethnicity, and racism. Examines the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as patterns of interaction between various racial and ethnic groups. Also offered as Sociology 13. Credit may be earned only once. [C-ID SOCI 150]

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU, UC**  
**General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F**

**ETNC 14 SOCIOLOGY OF LATINOS AND LATINAS**

**3 units • LG-P/NP • Three hours lecture**

Through sociological perspectives, this course examines the contemporary experiences of different Latino/Latina groups in the U.S., focusing on regional, national, and global processes. It examines how Latino/Latina groups have been incorporated into, and have contributed to the development of, the economic, political, social, and cultural systems in the United States. The course also emphasizes the interconnections among social processes, group interaction, and individual identity formation. It addresses how overlapping social categories such as national origin, race, class, gender, age, and sexuality shape the lives of Latinos and Latinas. Also offered as Sociology 14; credit may be earned only once.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU, UC**  
**General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D**

**ETNC 16 AFRICAN-AMERICANS IN AMERICAN GOVERNMENT****3 units • LG-P/NP • 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 America's 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 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D****ETNC 18 LATINOS IN AMERICAN GOVERNMENT****3 units • LG-P/NP • Three hours lecture**

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

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D****ETNC 20 NATIVE PEOPLES OF NORTH AMERICA****3 units - LG-P/NP - 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 Anthropology 20; credit may be earned only once.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D****ETNC 21 ANCIENT CIVILIZATIONS OF MESOAMERICA****3 units • LG-P/NP • Three hours lecture**

This course traces the development, form and history of pre-Columbian Mesoamerican civilization, surveying the achievements of the Maya, the Aztec, and their neighbors. Also offered as Anthropology 21; credit may be earned only once.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D****ETNC 22 ASIAN AMERICANS AND PACIFIC ISLANDERS IN AMERICAN SOCIETY****3 units • LG-P/NP • Three hours lecture**

This course is a comparative analysis of how Asian Pacific American communities have adjusted to the American democratic systems over the past century. Their access to legal rights as refugees, alien residents, nationals, and citizens at the federal, state, and local levels is examined. The course also explores their varied expectations, successes, patterns of assimilation or accommodation, and resistance within the context of federal constitution and varied legal institutions by diverse Asian Pacific American ethnic communities. Also offered as Sociology 22; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F****ETNC 24 AFRICAN-AMERICANS IN UNITED STATES HISTORY TO 1865****3 units • LG-P/NP • Three hours lecture**

This course offers an introduction to the role of African Americans in the development of the United States from the country's beginnings until 1865. Emphasis is placed on their historical and cultural contributions to life in the United States as well as their socioeconomic and sociopolitical status. Also offered as History 24; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D, F****ETNC 25 AFRICAN-AMERICANS IN UNITED STATES HISTORY SINCE 1865****3 units • LG-P/NP • Three hours lecture**

This course offers an introduction to the role of African Americans in the development of the United States from 1865 to present. Emphasis is placed on their historical and cultural contributions to life in the United States as well as their socioeconomic and sociopolitical status. Also offered as History 25; credit may be earned only once.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and 155****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D, F****ETNC 30 GENDER IN GLOBAL PERSPECTIVE****3 units • LG-P/NP • Three hours lecture**

This course explores gender categories, experience, and history from a transnational feminist perspective, examining diverse global locations, geo-politics, and cultural contexts. Also offered as Anthropology 30 and Gender and Women's Studies 30; credit can be earned only once. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F**



**ETNC 40 THE AFRICAN EXPERIENCE**

**3 units - LG-P/NP - Three hours lecture**

This course surveys geography, history, culture, politics, and economics of Africa south of the Sahara and its relation with the Atlantic world. Also offered as History 40; credit may be earned only once.

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; MPC, Area D**

**ETNC 45 INTRODUCTION TO LANGUAGE AND SOCIETY**

**3 units • LG-P/NP • Three hours lecture**

This course examines the interaction of language with society and the individual and how language establishes power, ethnicity, gender, and social identity. Students are also introduced to linguistic diversity in U.S. society today and methodology for sociolinguistic analysis of conversations. Also offered as Linguistics 45; credit may be earned only once. May also be offered online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

# Family and Consumer Science

**DEGREE**

**Family and Consumer Science – Associate in Arts (Career Technical)**

# Family and Consumer Science

**ASSOCIATE IN ARTS DEGREE (Career Technical)**

The Family and Consumer Science associate degree program is a cultural core program that provides transfer opportunities in five possible areas: clothing and textiles, child development and family relations, food and nutrition/food services, design and housing, and general family and consumer science. A degree in Family and Consumer Science endorses a foundation for paid employment in many entry-level jobs in the above-mentioned fields.

Advanced education, depending on the area of specialization, opens the door to jobs in industry, business, government, education, and private agencies.

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

- Recognize the relationship between the physical, social, emotional, and intellectual environment in and of the home and family.
- Recognize the development of individuals who are effective family members, citizens, and income earners.

**Associate in Arts Degree (Career Technical)**

**Associate Degree Major Requirements** **Units**

**REQUIRED CORE:** **31.5**

ARTB 2	Visual Fundamentals: Two-Dimensional Design (3)
BUSI 60	Financial Planning and Money Management (3)
CHEM 10	Everyday Chemistry (3)
CHEM 10L	Everyday Chemistry Lab (1)
ECED 1	Child Growth and Development (3)
FACS 56	Life Management (3)
FASH 15	Textiles (3)
FASH 61	Garment Construction I (1.5)
INTD 50A	Introduction to Interior Design (3)
NUTF 1	Nutrition (3)
NUTF 3	Nutrition Issues (2)
SOCI 40	Sociology of Marriages and Families (3)

**Select three courses from the following:** **1.5-2.5**

HOSP 77	Bakeshop: Yeasted and Non-Yeasted Breads (.5)
HOSP 78	Bakeshop: Basic Baking Techniques (1)
HOSP 81	Bakeshop: Pies and Tarts (.5)
HOSP 82	Bakeshop: Cakes, Tortes and Decorating Techniques (1)
HOSP 83	Bakeshop: French Pastries/Rest.-Style Desserts (.5)
HOSP 84	Chocolate I: Introduction to Chocolate (.5)
HOSP 88	Chocolate II: Chocolates and Confections (.5)
HOSP 180	Food Safety Certification (.5)

**Select three units from the following:** **3**

BUSI 22	Human Behavior/Leadership (3)
FASH 68	Flat Pattern Design I (3)
PSYC 25	Lifespan Development (3)
PSYC 40	Human Sexuality (3)
SPCH 3	Interpersonal Communication (3)

**TOTAL MAJOR UNITS** **36-37**

**Associate Degree Requirements (as described above)** **36-37**

*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

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

**COURSE DESCRIPTIONS**

**FACS 56 LIFE MANAGEMENT**

**3 units • LG-P/NP • Three hours lecture**

This course introduces 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: ENGL 111**

**Credit transferable: CSU**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

# Fashion

## DEGREE

Fashion Design and Merchandising (Career Technical)

## CERTIFICATE OF ACHIEVEMENT

Fashion Design and Merchandising (Career Technical)

# Fashion Design and Merchandising

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

Fashion Design and Merchandising prepares students for entry-level positions in the wholesale or retail fashion industry. The program emphasizes basic principles of design, product development, knowledge of the fashion business, presentation techniques and computer assisted design. Students are prepared to begin careers in fashion design, fashion merchandising, buying and sales.

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

- Sketch an original design, create a pattern, select appropriate fabric, and construct a garment using professional techniques.
- Communicate effective customer service strategies, sales techniques, and general business and marketing practices, including apparel fabrication and quality indicators.
- Describe knowledge, skills and abilities pertinent to careers in fashion merchandising and produce examples of those skills such as a buying plan or marketing plan.
- Develop portfolio quality design work using sound fundamentals and appropriate technology.

### Certificate of Achievement (Career Technical)

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>25</b>
FASH 15 Textiles (3)	
FASH 50 Introduction to Fashion (3)	
FASH 52 History of Fashion (3)	
FASH 61 Garment Construction I (1.5)	
FASH 68 Flat Pattern Design I (3)	
FASH 71 Flat Pattern Design II (3)	
FASH 80 Textile Design (1.5)	
FASH 81 Business and Marketing Practices (3)	
FASH 82 Fashion Illustration (2)	
FASH 86 Apparel Design (2)	
<b>Select one course from the following:</b>	<b>4</b>
ARTG 10 Introduction to Computers for Graphic Arts (4)	
ARTG 11 Introduction to Photoshop (4)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>29</b>

### Associate in Science Degree (Career Technical)

Associate Degree Major Requirements	Units
<b>Certificate Requirements</b>	<b>29</b>
<i>Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).</i>	
<b>Recommended Career Enhancement Coursework:</b>	
BUSI 52 Retail Store Management (3)	
BUSI 54 Introduction to E-Marketing (3)	
COOP 91.17 Fashion Work Experience (1-4)	
THEA 24 Fundamentals of Costume Design (3)	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

### FASH 15 TEXTILES

**3 units • LG-P/NP • Three hours lecture**

This course is a study of plant, animal, and manufactured fibers and fabrics, textile products, weaves, designs, and finishes.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU, UC**

### FASH 50 INTRODUCTION TO FASHION

**3 units • LG-P/NP • Three hours lecture**

This course addresses the creation, production, marketing, and merchandising of fashion. Topics included are business aspects and socioeconomic, political, international, and technological influences on fashion. Emphasis is placed on all levels of the fashion industry.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**  
**General Ed. Credit: MPC, Area E2**

### FASH 52 HISTORY OF FASHION

**3 units • LG-P/NP • 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 1A**  
**Credit transferable: CSU**

### FASH 61 GARMENT CONSTRUCTION I

**1.5 units • LG-P/NP • One hour lecture; two hours lab**

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: FASH 68**  
**Credit transferable: CSU**  
**Materials Fee: \$20**

**FASH 68 FLAT PATTERN DESIGN I****3 units • LG-P/NP • Two hours lecture; three hours lab**

This course is an introduction to the principles of pattern making used to translate design into original garments. Terminology, structure of the apparel industry and design workrooms, and introduction to computer-assisted apparel design are included.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****Materials Fee: \$20****FASH 71 FLAT PATTERN DESIGN II****3 units • LG-P/NP • Two hours lecture; three hours lab**

This course focuses on the development of intermediate pattern making and sample garment construction skills. Draping, drafting, and flat pattern manipulation techniques are used to create styles that meet the needs of a targeted customer. Focus is on fit, problem solving, and appropriate construction techniques.

**Advisories: FASH 61; FASH 68; eligibility for ENGL 1A****Credit transferable: CSU****Materials Fee: \$30****FASH 80 TEXTILE DESIGN****1.5 units • LG-P/NP • One hour lecture; two hours lab**

This course explores techniques of adding design to woven textiles via a form of printing such as painting, stamping, stenciling, marbledizing, and batik, as well as rendering fashion fabrics and prints with Adobe PhotoShop. Other forms of textile design to be explored include needle arts such as embroidery, knitting, crocheting, appliqué stitchery, smocking, reconstructing fabric, and distressing fabric. Preparation and production of yarns, including dyeing techniques using natural, native, and historically important methods are also covered.

Concepts include creativity, originality, and craftsmanship.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****Materials Fee: \$20****FASH 81 BUSINESS AND MARKETING PRACTICES****3 units • LG-P/NP • 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 1A****Credit transferable: CSU****FASH 82 FASHION ILLUSTRATION****2 units • LG-P/NP • One hour lecture; three hours lab**

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 1A****Credit transferable: CSU****FASH 86 APPAREL DESIGN****2 units • LG-P/NP • One hour lecture; three hours lab**

This is a culminating course for the Fashion Design and Merchandising program. The course focuses on the process of apparel design with emphasis on the application of the elements and principles of design as they apply to fashion. The development of apparel collections for specific target markets, seasons, and price points is explored. Students compile a professional portfolio showcasing work samples in their area of specialization.

**Advisories: Eligibility for ENGL 1A; FASH 50; FASH 82****Credit transferable: CSU**

# Film / Video

**See ART – BROADCAST TECHNOLOGY.**

# Fire Protection Technology

## DEGREE

**Fire Protection Technology –**  
Associate in Science (Career Technical)

## CERTIFICATE OF ACHIEVEMENT

**Fire Protection Technology** (Career Technical)

# Fire Protection Technology

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

The Fire Protection Technology program prepares the students for a career in the fire service. The curriculum includes courses in building construction related to firefighter and life safety, history and philosophy of fire prevention, fire and life safety education, fire investigation, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers, career opportunities in fire protection and related fields, and the culture and history of emergency services.

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

- Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
- Assess emergency situations and employ strategies and tactics to mitigate the situation.
- Analyze and assess firefighter hazards and operations inherent to the profession.

### Certificate of Achievement (Career Technical)

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>18</b>
FPTC 1 Principles of Emergency Services (3)	
FPTC 2 Fire Behavior and Combustion (3)	
FPTC 3 Principles of Fire/Emergency Services Safety and Survival (3)	
FPTC 4 Building Construction for Fire Prevention (3)	
FPTC 5 Fire Prevention (3)	
FPTC 6 Fire Protection Systems (3)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>18</b>

### Associate in Science Degree (Career Technical)

Associate Degree Major Requirements	Units
<b>Certificate Requirements</b>	<b>18</b>
<b>Select a minimum of 12 units from the following:</b>	<b>12</b>
FPTC 100 Rescue Systems 1: Basic Rescue Skills (1)	
FPTC 101 Introduction to Basic Firefighter I Academy (3)	
FPTC 102 Firefighter I Academy Observation and Certification Assessment (2)	
FPTC 104A Fire App Driver/Operator 1A: Emergency Vehicle Operations (1.5)	
FPTC 104B Fire App Driver/Operator 1B: Pump Operations (1.5)	
FPTC 105A Firefighter I Academy (14.5)	
FPTC 105B Firefighter I Academy Application (6)	
FPTC 106 Firefighter II Academy – Advanced Firefighting (3.5)	
FPTC 112D Instructor I – Instructional Methodology (1)	
FPTC 140 Incident Command System 300 (1.5)	
FPTC 141 Incident Command System 400 (1)	
<b>TOTAL MAJOR UNITS</b>	<b>30</b>
<b>Associate Degree Requirements (as described above)</b>	<b>30</b>
<i>Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

### FPTC 1 PRINCIPLES OF EMERGENCY SERVICES

**3 units • LG-P/NP • Three hours lecture**

This course covers the philosophy and history of fire protection, and the history of loss of life and property by fire. Topics include organization and function of fire protection agencies. The course also offers a survey of career opportunities and development of job-seeking skills.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**  
**General Ed. Credit: MPC, Area E2**

### FPTC 2 FIRE BEHAVIOR AND COMBUSTION

**3 units • LG-P/NP • Three hours lecture**

This course covers the characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization, and equipment. May also be offered online.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**

### FPTC 3 PRINCIPLES OF FIRE AND EMERGENCY SERVICES SAFETY AND SURVIVAL

**3 units • LG-P/NP • Three hours lecture**

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout emergency services.

**Credit transferable: CSU**

**FPTC 4 BUILDING CONSTRUCTION FOR FIRE PREVENTION****3 units • LG-P/NP • Three hours lecture**

This course is the study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes are studied in relationship to past fires in residential, commercial, and industrial buildings.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****FPTC 5 FIRE PREVENTION****3 units • LG-P/NP • Three hours lecture**

This course provides fundamental information regarding the history and philosophy of fire prevention. Topics include organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention to fire safety education, detection, and suppression.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****FPTC 6 FIRE PROTECTION SYSTEMS****3 units • LG-P/NP • Three hours lecture**

This course covers the design, application, operation, and inspection of fire alarm and detection systems, water-based fire suppression systems, special-hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers. It includes extensive review of National Fire code requirements. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU**

The following Fire Protection Technology courses are part of the California State Fire Marshal's Office training program. Students need to consult the State Fire Marshal website for course sequencing and prerequisites. Course sequences will be required to participate in the certification exam. Contact the Public Safety Training Center for additional information at 831-646-4240 or e-mail Jill Cavanaugh at [jcavanaugh@mpc.edu](mailto:jcavanaugh@mpc.edu)

**FPTC 100 RESCUE SYSTEMS 1: BASIC RESCUE SKILLS****1 unit • P/NP • One-half hour lecture; two hours lab**

This course provides students with knowledge and skills for dealing with urban structural collapse and rescue. This is a state-certified course.

**Prerequisites: Low Angle Rope Rescue is required prior to enrollment into Rescue Systems 1. This course is part of the California State Fire Marshal's Office training program. Students need to consult the State Fire Marshal website for course sequencing and prerequisites. Course sequences will be required to participate in the certification exam and course.**

**Materials fee: \$300****FPTC 101 INTRODUCTION TO BASIC FIREFIGHTER I ACADEMY****3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab**

This course is designed to provide information about the basic Firefighter I Academy. During the course students learn about the academic and manipulative skills required to successfully complete the basic Firefighter I Academy.

**FPTC 102 FIREFIGHTER I ACADEMY OBSERVATION AND CERTIFICATION ASSESSMENT****2 units • P/NP • One-half hour lecture by arrangement; four and one-half hours lab by arrangement**

This course prepares and assesses students who have successfully passed a firefighter I academy for the California State Fire Marshal Office Firefighter I certification examination. Students can contact the Director of the Public Safety Training Center or refer to the State Fire Marshal Office web site for additional information.

**Prerequisites: FPTC 105A; FPTC 105B; completion of approved State Fire Marshal Office Firefighter I Academy****Materials fee: \$400****FPTC 104A FIRE APPARATUS DRIVER/OPERATOR 1A: EMERGENCY VEHICLE OPERATIONS****1.5 units • P/NP • Total hours: Twenty-five and one-half hours lecture; seventeen hours lab**

This course provides the student with techniques for the safe handling of fire apparatus. Topics include driver responsibilities, recognized standards, and related laws for fire apparatus. The course is approved by the California State Fire Marshal's Office.

**Materials fee: \$175****FPTC 104B FIRE APPARATUS DRIVER/OPERATOR 1B: PUMP OPERATIONS****1.5 units • P/NP • Total hours: Twenty-five and one-half hours lecture; seventeen hours lab**

This course provides students with information on fire pump construction, theory of fire pump operations, and fire hydraulics, teaching them to determine fire flow and calculate friction loss. Students are provided the opportunity to use their skills during simulated pumping conditions. This course is approved by the California State Fire Marshal's Office.

**Materials fee: \$175**

**FPTC 105A FIREFIGHTER I ACADEMY**

**14.5 units • P/NP • Total hours: One hundred thirty-six hours lecture; three hundred forty hours lab**

This course is part of a two course core-requisite program designed to provide the student with the academic and manipulative skills required for certification as a Firefighter I through the California State Fire Marshal's Office. The course requires significant commitment in time and dedication to complete. It requires both academic and physical skills in addition to extra motivation to endure the intensive schedule.

**Prerequisites:** EMMS 170A and 170B or equivalent EMT course

**Corequisites:** FPTC 105B

**Advisories:** Eligibility for ENGL 111 or ENSL 110; FPTC 101

**Enrollment limitation:** Biddle or CPAT test; and doctor's physical examination including spirometry

**Materials fee:** \$1,700

**FPTC 105B FIREFIGHTER I ACADEMY APPLICATION**

**6 units • P/NP • Total hours: Thirty-four hours lecture by arrangement; two hundred four hours lab by arrangement**

This course is part of a two course core-requisite program designed to provide the student with the academic and manipulative skills required for certification as a Firefighter I through the California State Fire Marshal's Office. The course requires significant commitment in time and dedication to complete. It requires both academic and physical skills in addition to extra motivation to endure the intensive schedule.

**Corequisites:** FPTC 105A

**Materials fee:** \$1,000

**FPTC 106 FIREFIGHTER II ACADEMY –  
ADVANCED FIREFIGHTING**

**3.5 units • P/NP • Total hours: Forty hours lecture; seventy-nine hours lab**

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

**Prerequisites:** Student must be certified as a firefighter I for the State of California

**Materials fee:** \$385

**FPTC 112D INSTRUCTOR I -  
INSTRUCTIONAL METHODOGY**

**1 unit • LG-P/NP • Total hours: Eight and one-half hours lecture; thirty-two hours lab**

This course provides the skills and knowledge needed for the intermediate level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications and the 2012 edition of NFPA 1403 Standard on Live Fire Training Evolutions.

**Materials fee:** \$110

**FPTC 140 INCIDENT COMMAND SYSTEM 300**

**1.5 units • LG-P/NP • One and one-half hours lecture**

This course provides instruction in Incident Command System (ICS) organization and operations at the management/command level. Topics include terminology, organization, span of control, ICS fundamentals review, incident/event assessment and agency guidance in establishing incident objectives, Unified Command, incident resource management, planning process, demobilization, transfer of command, and close out.

**Materials fee:** \$70

**FPTC 141 INCIDENT COMMAND SYSTEM 400**

**1 unit • LG-P/NP • One hour lecture**

This course provides instruction in the Incident Command System at a management/command level. The course reviews operational understanding of large single-agency and complex multi-agency/multi-jurisdictional incident responses. It also covers organization and staffing, incident resource management, air operations, planning, command and general staff, unified command, major and/or complex incident/event management, area command, and ICS for executives.

**Materials fee:** \$70

**FPTC 213 UPDATE SKILLS AND KNOWLEDGE FOR  
FULL-TIME FIREFIGHTERS**

**3-8 units • P/NP • Total hours: Twenty-five and one-half to fifty-one hours lecture; eighty-five to two hundred fifty-five hours lab by arrangement for each unit of credit**

This course is intended to meet the training needs of full-time firefighters. Students build upon their firefighting skills, including knowledge of firefighter safety, SCBA & PASS devices, determination of air supply, electrical hazards, use of tools and equipment, fuel types and suppression methods, attack techniques, structural search and rescue, first aid, and CPR skills.

**Prerequisites:** State Fire Marshal Office (SFMO) certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. **NOTE:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.

**Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed in the SFMO curriculum. These will not be taught in the course; rather, they will be the starting point for advanced firefighter training that builds upon them. Contact the Director of the Public Safety Training Center for a complete list.**

**FPTC 214 UPDATE SKILLS AND KNOWLEDGE FOR  
VOLUNTEER/RESERVE FIREFIGHTERS**

**1-3 units • P/NP • Total hours: Eight and one-half to twenty-five and one-half hours lecture; twenty-five and one-half to eighty-five hours lab by arrangement**

This course meets the training needs of the volunteer/reserve firefighter. Students build upon their firefighting skills, including knowledge of firefighter safety, SCBA & PASS devices, determination of air supply, electrical hazards, use of tools and equipment, fuel types and suppression methods, attack techniques, structural search and rescue, first aid, and CPR skills. The course is an overview of current technology, and available equipment and resources within the scope of fire control, rescue, and intervention.

**Prerequisites: State Fire Marshal Office (SFMO) certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.**

**Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed in the SFMO curriculum. These will not be taught in the course; rather, they will be the starting point for advanced firefighter training that builds upon them. Contact the Director of the Public Safety Training Center for a complete list.**

# French

## CERTIFICATE OF TRAINING

French Language

# French Language

## CERTIFICATE OF TRAINING

Students who study French learn the grammar of this important world language, and the history and culture of the French people. Students who receive a Certificate of Training in French have demonstrated that they are familiar with and can communicate in spoken and written French at the intermediate-high level; are able to converse with native French speakers about the past, present, and future; can express emotions and opinions in appropriate situations; and can understand the main ideas and key concepts of French culture as it appears in authentic materials (e.g., literary selections, music, newspaper, magazine and Internet resources). This certificate recognizes progress that students have made toward mastering French and assists students who are seeking careers in a wide variety of fields, such as hospitality, tourism, medicine, retail, education, and others, that value multilingualism and intercultural competence.

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

- Speak, listen, read and write French to communicate at an intermediate-high level as defined by the American Council on the Teaching of Foreign Languages (ACTFL).
- Explain cultural differences at a third-semester level of understanding.

### Certificate of Training

Certificate Requirements	Units
FREN 1A Elementary French I	5
FREN 1B Elementary French II	5
FREN 2A Intermediate French	5
<b>TOTAL CERTIFICATE UNITS</b>	<b>15</b>

## COURSE DESCRIPTIONS

### FREN 1A ELEMENTARY FRENCH I

*5 units • LG-P/NP • Five hours lecture*

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.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

### FREN 1B ELEMENTARY FRENCH II

*5 units • LG-P/NP • Five hours lecture*

This course offers further study of elementary French.

**Prerequisites:** FREN 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

### FREN 2A INTERMEDIATE FRENCH

*5 units • LG-P/NP • Five hours lecture*

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.

**Prerequisites:** FREN 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

### FREN 2B ADVANCED FRENCH

*5 units • LG-P/NP • Five hours lecture*

This course provides a review and extension of grammatical structures. It introduces students to literary tenses through prose and poetry readings from French literature and contemporary cultural materials. Greater emphasis is placed on conversational practice.

**Prerequisites:** FREN 2A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

### FREN 50 INTERMEDIATE FRENCH CONVERSATION

*1.5 units • LG-P/NP • 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.

**Advisories:** FREN 2A

**Credit transferable:** CSU

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

### FREN 225A BASIC CONVERSATIONAL FRENCH I

*2.5 units • LG-P/NP • Two and one-half hours lecture*

This course introduces students to basic patterns of French conversation in realistic situations. It provides a foundation for FREN 1A.

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

# Gardening

See *ORNAMENTAL HORTICULTURE*.



# Gender and Women's Studies

## DEGREE

**Gender and Women's Studies – Associate in Arts**

# Gender and Women's Studies

## ASSOCIATE IN ARTS DEGREE

Gender and Women's Studies is an interdisciplinary, multicultural program, investigating systems of gender and diverse gender identities. Courses examine political, cultural, institutional, and economic impacts of gender in the lives of women, men, and gender-queer people. Students learn to apply critical and interdisciplinary methods highlighting the racial, ethnic, socio-economic, and sexual diversity of gender experience. The program offers a major and AA degree in Gender and Women's Studies as well as courses that satisfy General Education requirements at MPC and for transfer. Students graduating with a major in Gender and Women's Studies have a foundation for careers in many fields.

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

- Describe and apply frameworks, concepts, and methods fundamental to the discipline of Gender and Women's Studies.
- Summarize specific gender justice issues, identify and/or design solutions to improve social conditions related to gender, and appraise evidence and outcomes.
- Characterize historical contexts and distinguish historical transitions and examples of social change.
- Differentiate stratified access to social power and compare and contrast diverse impacts of gender systems and experiences of gender pertaining to socio-economic, racial, ethnic, and national identities and sexuality.
- Synthesize research and knowledge across disciplinary fields and integrate interdisciplinary perspectives central to Gender and Women's Studies.
- Generalize, predict, and classify interactions among gendered systems and their impacts in the lives of diverse communities.
- Critically examine and comprehend human nature, social behavior, and institutions with respect to gender and its intersections.

### Associate in Arts Degree

Associate Degree Major Requirements	Units
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<b>REQUIRED CORE:</b>	<b>6</b>
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GWOS 1	Introduction to Gender and Women's Studies (3)	
GWOS 4	Gender, Sexuality, and Popular Culture (3)	

<b>Select two courses from the following:</b>	<b>6</b>
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GWOS 2	Leadership and Community Development (3)	
GWOS 3	Gender and Violence (3)	
GWOS/ANTH/ETNC 30	Gender in Global Perspective (3)	
GWOS/HUMA/PHIL 40	Introduction to Feminist Theory (3)	

<b>Select one course from the following:</b>	<b>3</b>
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GWOS/POLS 10	Gender in American Politics (3)	
GWOS/HIST 12	Women in United States History (3)	

<b>Select one course from the following not selected from above lists:</b>	<b>3</b>
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GWOS 2	Leadership and Community Development (3)	
GWOS 3	Gender and Violence (3)	
GWOS/HLTH 7	Women's Health Issues (3)	
GWOS/POLS 10	Gender in American Politics (3)	
GWOS/ENGL 11	Literature By and About Women (3)	
GWOS/HIST 12	Women in United States History (3)	
GWOS/ANTH/ETNC 30	Gender in Global Perspective (3)	
GWOS/HUMA/PHIL 40	Introduction to Feminist Theory (3)	
LING 25	Introduction to Language and Gender (3)	
PSYC 6	Psychology of Women (3)	

<b>TOTAL MAJOR UNITS</b>	<b>18</b>
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<b>Associate Degree Requirements (as described above)</b>	<b>18</b>
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*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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## COURSE DESCRIPTIONS

### GWOS 1 INTRODUCTION TO GENDER AND WOMEN'S STUDIES

**3 units • LG-P/NP • Three hours lecture**

This course offers an interdisciplinary approach to the study of gender in social, cultural, and institutional contexts, examining how gender systems impact women, men, and gender-queer people. The course introduces fundamental concepts and methods in the discipline of Gender and Women's Studies and emphasizes intersections of gender with race, class, ethnicity, and sexuality. Portions of instruction may be offered online; may also be offered fully online. [C-ID SJS 120]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### GWOS 2 LEADERSHIP AND COMMUNITY DEVELOPMENT

**3 units • LG-P/NP • Two and one-half hours lecture; two hours lab**

This course provides career-building skills associated with the disciplinary knowledge of Gender and Women's Studies, consisting of both classroom instruction and hands-on practical experience in community development and leadership. Students acquire leadership skills and community development knowledge specific to career pathways in advocacy, non-profits, business, and service agencies engaged with the needs of women and LGBTQ people and addressing gender and its intersections with ethnicity, race, class, and sexuality. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, E2**

**GWOS 3 GENDER AND VIOLENCE****3 units • LG-P/NP • Three hours lecture**

This course examines gender-based violence through intersectional methods attentive to interlocking systems of race, ethnicity, sexuality, and class and investigates gendered violence in social, cultural, and institutional contexts.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F****GWOS 4 GENDER, SEXUALITY, AND POPULAR CULTURE****3 units • LG-P/NP • Three hours lecture**

This course examines popular culture, cultural production, and gender in its intersections with sexuality, race, ethnicity, and class. Students study specific art movements, individual artists, and diverse representations of gender in popular media such as television, film, gaming, sports, and music.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C1, C2, D; IGETC, Area 3A, 3B, 4; MPC, Area C, D, F****GWOS 5 WOMEN OF COLOR IN THE U.S.****3 units • LG-P/NP • Three hours lecture**

This course introduces foundational issues of race, ethnicity, and gender intersections through comparative study of women of color in the U.S. It investigates socio-political dynamics surrounding diverse women of color experience, identities, and knowledge, focusing on multiple sites of culture and history: literature, film and media, leadership, migrations, feminism, labor, and sexuality. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area C, D, F****GWOS 7 WOMEN'S HEALTH ISSUES****3 units • LG-P/NP • Three hours lecture**

This course focuses on women's health concerns, including reproductive health, birth control and birthing, female anatomy and physiology, exercise and nutrition, and choices for supporting women's mental and physical health. Also offered as Health 7; credit may be earned only once.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****GWOS 10 GENDER IN AMERICAN POLITICS****3 units • LG-P/NP • Three hours lecture**

This course focuses on American government at the national, state, and local levels, emphasizing roles and influence of women from contemporary and historical perspective, especially the legal and civil rights of women in areas of employment, law, and public participation. Also offered as Political Science 10; credit may be earned only once. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D****GWOS 11 LITERATURE BY AND ABOUT WOMEN****3 units • LG-P/NP • Three hours lecture**

This course covers American, British, and international literary works by and about women, including poetry, fiction, autobiography, drama and non-fiction prose. It introduces 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 English11; credit may be earned only once. May also be offered online.

**Prerequisites: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C****GWOS 12 WOMEN IN UNITED STATES HISTORY****3 units • LG-P/NP • 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 U.S. history and culture. Satisfies the CSU American History requirement. Also offered as History 12; credit may be earned only once. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D, F****GWOS 15 INTRODUCTION TO LGBTQ GLOBAL LITERATURES****3 units - LG-P/NP - 3 hours lecture**

This course examines LGBTQ literary culture within diverse global contexts, exploring historical aspects of diverse LGBTQ experience and contemporary writings in modern literature. Drawing primarily from queer and feminist literary studies, the course emphasizes intersections of sexual and gender identity with race, ethnicity, and class, with specific attention to global diversity. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C, D, F****GWOS 30 GENDER IN GLOBAL PERSPECTIVE****3 units • LG-P/NP • Three hours lecture**

This course explores gender categories, experience, and history from a transnational feminist perspective, examining diverse global locations, geo-politics, and cultural contexts. Also offered as Anthropology 30 and Ethnic Studies 30; credit can be earned only once. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F**

**GWOS 40 INTRODUCTION TO FEMINIST THEORY**

**3 units • LG-P/NP • Three hours lecture**

This course encourages students to reflect on historical and present day social experiences of women and men through readings in feminist philosophy and theory. It engages 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. May also be offered online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4;  
MPC, Area C, D, F**

# General Studies & General Education

## DEGREES (Associate in Arts)

- Arts and Humanities Emphasis
- Communication and Analytical Thinking Emphasis
- Intercultural Studies Emphasis
- Natural Science Emphasis
- Social Science Emphasis

## CERTIFICATES OF ACHIEVEMENT

- California State University General Education – Breadth
- Intersegmental General Education Transfer Curriculum (IGETC)

# General Studies: Arts and Humanities Emphasis

## ASSOCIATE IN ARTS DEGREE

This degree provides an opportunity for students to earn an Associate of Arts (AA) degree in a comprehensive area of study and is intended for the student who is not currently preparing to transfer to a university. A minimum of 60 semester units must be completed with an overall Grade Point Average (GPA) of 2.0 or better in all degree-applicable units. Only courses numbered 1-299 may be applied toward this associate degree.

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

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate the results.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Examine interactions and interconnections across cultures.

## Associate in Arts Degree

### Associate Degree Major Requirements

Units

#### REQUIRED CORE:

Select 18 units from at least two disciplines from courses listed below: 18

ARTB 2	Visual Fundamentals: Two-Dimensional Design (3)
ARTB 3	Visual Fundamentals: Three-Dimensional Design (3)
ARTB 4	Color Fundamentals (3)
ARTC 1A	Ceramic Handbuilding I (3)
ARTC 2A	Ceramic Wheel Throwing I (3)
ARTD 1A	Sculpture I (3)
ARTD 40A	Jewelry and Metal Arts I (3)
ARTH 1	Art Appreciation (3)
ARTH 3	Western Art I (3)
ARTH 4	Western Art II (3)
ARTH 8	Survey of Asian Art (3)
ARTH 14	Renaissance Art and Architecture (3)
ARTP 10	Introduction to Photography (3)
ARTP 11A	Photography I: Black and White ((3)
ARTP 14	History of Photography (3)
ARTS 10A	Drawing and Composition I (3)
ARTS 40A	Painting I (3)
ARTS 60	Introduction to Printmaking (3)
ARTV 1	Introduction to Film/Video (3)
COMM 5	Mass Media Methods (3)
COMM 7	News Writing Workshop (3)
ENGL 1B	Introduction to Literature(3)
ENGL 5	Introduction to Great Books (3)
ENGL 11	Literature By and About Women (3)
ENGL 16	Shakespeare Visions: Film and Text Comparisons (3)
ENGL 17	Introduction to Shakespeare (3)
ENGL 18	The Bible as Literature (3)
ENGL 22	Introduction to Poetry (3)
ENGL 40A	Survey of American Literature I (3)
ENGL 40B	Survey of American Literature II (3)
ENGL 43	Comics as Literature (3)
ENGL 44	Survey of World Literature I (3)
ENGL 45	Survey of World Literature II (3)
ENGL 46	Survey of British Literature I (3)
ENGL 47	Survey of British Literature II (3)
ETNC 4	Mexican-American Art in American Culture (3)
ETNC 5	African-American Arts and Music in Amer. Culture (3)
ETNC 6	Culture in American Film (3)
ETNC 45	Introduction to Language and Society (3)
FREN 1A	Elementary French I (5)
FREN 1B	Elementary French II (5)
FREN 2A	Intermediate French (5)
FREN 2B	Advanced French (5)
FREN 50	Intermediate French Conversation (1.5)
FREN 225A	Basic Conversational French I (2.5)
GENT 1	Prehistory and Earliest Civilizations (to 1200 B.C.) (1)
GENT 2	Foundations of the Classical World (1200-500 B.C.) (1)
GENT 3	The Golden Age of Greece (500-300 B.C.) (1)
GENT 5	The Medieval World: Part I (400-1100) (1)
GENT 6	The Medieval World: Part II (1100-1350) (1)
GENT 7	The Early Renaissance (1350-1520) (1)

GENT 8	Late Renaissance and Reformation (1520-1600) (1)
GENT 9	Foundations of the Modern World (1600-1690) (1)
GENT 10	The Age of Reason (1690-1775) (1)
GENT 11	Reaction and Revolution (1775-1815) (1)
GENT 12	The Age of Progress (1815-1870) (1)
GENT 13	The End of Innocence (1870-1918) (1)
GENT 14	Between the Wars (1918-1945) (1)
GENT 15	World War II to the Present (1945-Present ) (1)
GENT 21	Medieval and Renaissance Europe (400-1520) (3)
GENT 22	The Age of Revolution (1690-1870) (3)
GENT 23	The Modern World (1870-Present) (3)
GWOS 1	Introduction to Gender and Women's Studies (3)
GWOS 4	Gender, Sexuality, and Popular Culture (3)
GWOS11	Literature By and About Women (3)
GWOS 40	Introduction to Feminist Theory (3)
HUMA 4	Images of Women in the Arts (3)
HUMA 10	Exploration of Values in Living (3)
HUMA 30	Humanities in Multicultural America (3)
HUMA 40	Introduction to Feminist Theory (3)
ITAL 1A	Elementary Italian I (5)
ITAL 1B	Elementary Italian II (5)
JPNS 1A	Elementary Japanese I (5)
JPNS 1B	Elementary Japanese II (5)
JPNS 2A	Intermediate Japanese (5)
LING 10	Foundations of Language (3)
LING 15	Introduction to Linguistics (3)
LING 25	Introduction to Language and Gender (3)
LING 30	Introduction to the History of the English Language (3)
LING 35	Introduction to Nonverbal Communication (3)
LING 45	Introduction to Language and Society (3)
LING 46	Introduction to Psycholinguistics (3)
LING 49	Introduction to Discourse Analysis (3)
LING 50	Introduction to Standard American English (3)
MUSC 14A	Recording Arts I (3)
MUSI 1	Music Appreciation (3)
MUSI 2	Introduction to Broadway Musicals (3)
MUSI 3	Introduction to Jazz and Pop (3)
MUSI 10A	Music Theory and Musicianship I (4)
MUSI 10B	Music Theory and Musicianship II (4)
PHIL 2	Introduction to Philosophy (3)
PHIL 4	Moral Issues (3)
PHIL 8	Introduction to World Religions (3)
PHIL 13	Introduction to Eastern Philosophy (3)
PHIL 40	Introduction to Feminist Theory (3)
SIGN 1A	Elementary American Sign Language I (5)
SIGN 1AL	Elementary American Sign Language I Lab (1)
SIGN 1B	Elementary American Sign Language II (5)
SIGN 2A	Intermediate American Sign Language (5)
SIGN 2B	Advanced American Sign Language II (5)
SIGN 10	Structure and Culture of American Sign Language (3)
SPAN 1A	Elementary Spanish I (5)
SPAN 1S-A	Elementary Spanish for Spanish Speakers I (5)
SPAN 1B	Elementary Spanish II (5)
SPAN 1S-B	Elementary Spanish for Spanish Speakers II (5)
SPAN 2A	Intermediate Spanish I (5)

SPAN 2B	Intermediate Spanish II (5)
SPAN 50	Intermediate Spanish Conversation (1.5)
SPCH 4	Intercultural Communication (3)
SPCH 5	Oral interpretation of Literature (3)
THEA 1	Introduction to Theatre (3)
THEA 4	Intercultural Drama (3)
THEA 5	Film Appreciation (3)
THEA 7A	Writing for the Theatre I (3)
THEA 11	Voice and Oral Interpretation (3)
THEA 15A	Acting I (3)
THEA 53	Theatre Enjoyment (3)
WRLD 4A	The Roman Republic and Rise of Empire (500 BCE-14 CE) (1)
WRLD 4B	The Roman Republic and Rise of Empire (14-600 CE) (1)
WRLD 20	The Classical World (1200 BCE-14 CE) (3)

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<b>TOTAL MAJOR UNITS</b>	<b>18</b>
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<b>Associate Degree Requirements (as described above)</b>	<b>18</b>
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*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

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<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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# General Studies: Communication and Analytical Thinking Emphasis

## ASSOCIATE IN ARTS DEGREE

This degree provides an opportunity for students to earn an Associate of Arts (AA) degree in a comprehensive area of study. It is intended for the student who is not currently preparing to transfer to a university. A minimum of 60 semester units must be completed with an overall Grade Point Average (GPA) of 2.0 or better in all degree-applicable units. Only courses numbered 1-299 may be applied toward this associate degree.

These courses improve effective communication and analytical thinking, which enable 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:** Upon successful completion of the program, students will be able to:

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.

### Associate in Arts Degree

Associate Degree Major Requirements	Units
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**REQUIRED CORE:**

Select 18 units from at least two disciplines from courses listed below: 18

BUSI 22	Human Behavior/Leadership (3)
BUSI 42	Human Resources Management (3)
BUSI 110	Business Mathematics (3)
CSIS 1	Computer Information Systems (3)
CSIS 9	Programming Fundamentals: Python (3)
CSIS 10A	Programming Methods I: Java (4)
CSIS 87	Computer Forensics (3)
ENGL 2	Argumentative Writing and Critical Thinking (3)
LING 49	Introduction to Discourse Analysis (3)
MATH 10	Mathematics for General Education (4)
MATH 13	Pre-Calculus (5)
MATH 16	Elementary Statistics (4)
MATH 17	Finite Math (4)
MATH 18	Calculus and Analytic Geometry for Bio/Soc Sci/Business (4)
MATH 20A	Calculus with Analytic Geometry I (5)
MATH 20B	Calculus with Analytic Geometry II (5)
MATH 20C	Calculus of Several Variables (5)
MATH 31	Linear Algebra (4)
MATH 32	Differential Equations (4)

MATH 40	Discrete Mathematics (4)
MATH 263	Intermediate Algebra and Coordinate Geometry (5)
PHIL 6	Introduction to Logic (3)
PHIL 10	Introduction to Critical Thinking (3)
SOCI 15	Introduction to Research Methods (3)
SPCH 1	Public Speaking (3)
SPCH 2	Small Group Communication (3)
SPCH 3	Interpersonal Communication (3)

<b>TOTAL MAJOR UNITS</b>	<b>18</b>
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<b>Associate Degree Requirements (as described above)</b>	<b>18</b>
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*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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# General Studies: Intercultural Studies Emphasis

## ASSOCIATE IN ARTS DEGREE

This degree provides an opportunity for students to earn an Associate of Arts (AA) degree in a comprehensive area of study and is intended for the student who is not currently preparing to transfer to a university. A minimum of 60 semester units must be completed with an overall Grade Point Average (GPA) of 2.0 or better in all degree-applicable units. Only courses numbered 1-299 may be applied toward this associate degree.

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

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Examine interactions and interconnections across cultures.

**Associate in Arts Degree**

**Associate Degree Major Requirements** **Units**

**REQUIRED CORE:**

Select 18 units from at least two disciplines from courses listed below: **18**

BUSI 38	Multiculturalism in Corporate America (3)
ECED 56	Teaching in a Diverse Society (3)
ENGL 40A	Survey of American Literature I (3)
ENGL 40B	Survey of American Literature II (3)
ETNC 6	Culture in American Film (3)
ETNC 10	Introduction to Social Justice (3)
ETNC/LING 45	Introduction to Language and Society (3)
GWOS/HIST 12	Women in United States History (3)
HUMA 30	Humanities in Multicultural America (3)
SOCI 13	Introduction to Race and Ethnicity (3)
SPCH 4	Intercultural Communication (3)
THEA 4	Intercultural Drama (3)

**TOTAL MAJOR UNITS** **18**

**Associate Degree Requirements (as described above)** **18**

*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

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

# General Studies: Natural Science Emphasis

**ASSOCIATE IN ARTS DEGREE**

This degree provides an opportunity for students to earn an Associate of Arts (AA) degree in a comprehensive area of study. It is intended for the student who is not currently preparing to transfer to a university. A minimum of 60 semester units must be completed with an overall Grade Point Average (GPA) of 2.0 or better in all degree-applicable units. Only courses numbered 1-299 may be applied toward this associate degree. Natural Sciences increase students' awareness of the world of natural phenomena and the ability humans have to understand how the world functions by using the scientific methods to investigate and judge phenomena and humankind's various roles in nature.

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

- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.

**Associate in Arts Degree**

**Associate Degree Major Requirements** **Units**

**REQUIRED CORE:**

Select 18 units from at least two disciplines from courses listed below: **18**

ANAT 1	Human Anatomy (2)
ANAT 2	Human Anatomy Lab (2)
ANAT 5	Basic Human Anatomy and Physiology (4)
ANTH 2	Introduction to Biological Anthropology (3)
ANTH 2L	Biological Anthropology Laboratory (1)
ASTR 10	Introduction to Astronomy (3)
ASTR 10L	Introduction to Astronomy Lab (1)
BIOL 10	Principles of Biology (4)
BIOL 13	Marine Biology (4)
BIOL 21	Concepts in Biology I: Cells, Genetics and Organisms (5)
BIOL 22	Concepts in Biology II: Diversity, Ecology, and Evolution (5)
BIOL 25	Applied Microbiology Lecture (3)
BIOL 26	Applied Microbiology Laboratory (1)
BIOL 31	Environmental Science (3)
BIOL 32	Environmental Science Laboratory (1)
CHEM 1A	General Chemistry I (5)
CHEM 1B	General Chemistry II (5)
CHEM 2	Fundamental Chemistry (4)
CHEM 10	Everyday Chemistry (3)
CHEM 10L	Everyday Chemistry Lab (1)
CHEM 12A	Organic Chemistry I (5)
CHEM 12B	Organic Chemistry II (5)
CHEM 30A	Introductory Chemistry for Health Sciences (4)
CHEM 30B	Organic and Biological Chemistry for Health Sciences (4)
GEOL 2	Physical Geology (3)
GEOL 2L	Physical Geology Laboratory (1)
OCEN 2	Introductory Oceanography (3)
OCEN 2L	Introductory Oceanography Lab (1)
PHYS 2A	General Physics I (4)
PHYS 3A	Science and Engineering Physics I (4)
PHYS 3B	Science and Engineering Physics II (4)
PHYS 3C	Science and Engineering Physics III (4)
PHYS 10	Introduction to Physics (4)
PHSO 1	Human Physiology (3)
PHSO 2	Human Physiology Lab (2)
PSYC 38	Biological Psychology (3)

**TOTAL MAJOR UNITS** **18**

**Associate Degree Requirements (as described above)** **18**

*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

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

# General Studies: Social Science Emphasis

## ASSOCIATE IN ARTS DEGREE

This degree provides an opportunity for students to earn an Associate of Arts (AA) degree in a comprehensive area of study and is intended for the student who is not currently preparing to transfer to a university. A minimum of 60 semester units must be completed with an overall Grade Point Average (GPA) of 2.0 or better in all degree-applicable units. Only courses numbered 1-299 may be applied toward this associate degree.

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 culture (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:** Upon successful completion of the program, students will be able to:

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Examine interactions and interconnections across cultures.

## Associate in Arts Degree

Associate Degree Major Requirements	Units
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### REQUIRED CORE:

Select 18 units from at least two disciplines from courses listed below: 18

ADMJ 2	Introduction of Administration of Justice (3)
ANTH 2	Introduction to Biological Anthropology (3)
ANTH 4	Introduction to Cultural Anthropology (3)
ANTH 6	Introduction to Archaeology and Prehistory (3)
ANTH 20	Native Peoples of North America (3)
ANTH 21	Ancient Civilizations of Mesoamerica (3)
ANTH 30	Gender in Global Perspective (3)
ECED 1	Child Growth and Development (3)
ECED 55	Child, Family, and Community (3)
ECED 56	Teaching in a Diverse Society (3)
ECON 1	The American Economic System (3)
ECON 2	Principles of Economics: Macro (3)
ECON 4	Principles of Economics: Micro (3)
ETNC 6	Culture in American Film (3)
ETNC 10	Introduction to Social Justice (3)

ETNC 14	Sociology of Latinos and Latinas (3)
ETNC 16	African-Americans in American Government (3)
ETNC 18	Latinos in American Government (3)
ETNC 20	Native Peoples of North America (3)
ETNC 21	Ancient Civilizations of Mesoamerica (3)
ETNC 22	Asian Americans and Pacific Islanders in Amer. Society (3)
ETNC 24	African Americans in United States History To 1865 (3)
ETNC 25	African Americans in United States History Since 1865 (3)
ETNC 30	Women in Cross-Cultural Perspective (3)
ETNC 40	The African Experience (3)
ETNC 45	Introduction to Language and Society (3)
GENT 1	Prehistory and Earliest Civilizations (to 1200 B.C.) (1)
GENT 2	Foundations of the Classical World (1200-500 B.C.) (1)
GENT 3	The Golden Age of Greece (500-300 B.C.) (1)
GENT 5	The Medieval World: Part I (400-1100) (1)
GENT 6	The Medieval World: Part II (1100-1350) (1)
GENT 7	The Early Renaissance (1350-1520) (1)
GENT 8	Late Renaissance and Reformation (1520-1600) (1)
GENT 9	Foundations of the Modern World (1600-1690) (1)
GENT 10	The Age of Reason (1690-1775) (1)
GENT 11	Reaction and Revolution (1775-1815) (1)
GENT 12	The Age of Progress (1815-1870) (1)
GENT 13	The End of Innocence (1870-1918) (1)
GENT 14	Between the Wars (1918-1945) (1)
GENT 15	World War II to the Present (1945-Present) (1)
GENT 21	Medieval and Renaissance Europe (400-1520) (3)
GENT 22	The Age of Revolution (1690-1870) (3)
GENT 23	The Modern World (1870-Present) (3)
GEOG 2	Introduction to Physical Geography (3)
GEOG 4	Introduction to Human Geography (3)
GWOS 1	Introduction to Gender and Women's Studies (3)
GWOS 2	Leadership and Community Development (3)
GWOS 4	Gender, Sexuality, and Popular Culture (3)
GWOS 10	Gender in American Politics (3)
GWOS 12	Women in United States History (3)
GWOS 30	Gender in Global Perspective (3)
GWOS 40	Introduction to Feminist Theory (3)
HIST 4	Western Civilization I (3)
HIST 5	Western Civilization II (3)
HIST 7	World History to 1500 (3)
HIST 8	World History Since 1500 (3)
HIST 12	Women in United States History (3)
HIST 15	History of California (3)
HIST 17	United States History To 1877 (3)
HIST 18	United States History From 1865 (3)
HIST 20	History of Mexico (3)
HIST 24	African Americans in United States History To 1865 (3)
HIST 25	African Americans in United States History Since 1865 (3)
HIST 40	The African Experience (3)
HIST 47	History of the Ancient Mediterranean/Near East (3)
HUMA 40	Introduction to Feminist Theory (3)
LING 15	Introduction to Linguistics (3)
LING 25	Introduction to Language and Gender (3)
LING 30	Introduction to the History of the English Language (3)



LING 35	Introduction to Nonverbal Communication (3)
LING 45	Introduction to Language and Society (3)
LING 46	Introduction to Psycholinguistics (3)
LING 49	Introduction to Discourse Analysis (3)
LING 50	Introduction to Standard American English (3)
PHIL 40	Introduction to Feminist Theory (3)
POLS 1	Introduction to American Government and Politics (3)
POLS 2	Introduction to Comparative Government and Politics (3)
POLS 3	Introduction to Political Theory and Thought (3)
POLS 4	Introduction to International Relations (3)
POLS 5	Politics of Developing Countries (3)
POLS 10	Gender in American Politics (3)
POLS 16	African-Americans in American Government (3)
POLS 18	Latinos in American Government (3)
PSYC 1	General Psychology (3)
PSYC 3	Introduction to Social Psychology (3)
PSYC 6	Psychology of Women (3)
PSYC 25	Lifespan Development (3)
PSYC 35	Introduction to Abnormal Psychology (3)
PSYC 38	Biological Psychology (3)
PSYC 40	Human Sexuality (3)
PSYC 50	Health Psychology (3)
SIGN 10	Structure and Culture of American Sign Language (3)
SOCI 1	Introduction to Sociology (3)
SOCI 2	Contemporary Social Problems (3)
SOCI 3	Introduction to Social Psychology (3)
SOCI 11	Mass Media and Popular Culture (3)
SOCI 12	Introduction to Gender and Sexuality (3)
SOCI 13	Introduction to Race and Ethnicity (3)
SOCI 14	Sociology of Latinos and Latinas (3)
SOCI 15	Introduction to Research Methods (3)
SOCI 22	Asian Americans and Pacific Islanders in Amer. Society (3)
SOCI 40	Sociology of Marriages and Families (3)
SPCH 4	Intercultural Communication (3)
WRLD 4A	The Roman Republic and Rise of Empire (500 BCE-14 CE) (1)

**TOTAL MAJOR UNITS** **18**

**Associate Degree Requirements (as described above)** **18**

*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

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

# General Education: California State University - Breadth

## CERTIFICATE OF ACHIEVEMENT

Requirements are based on California State University General Education (CSU-GE) requirements (see page 76).

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

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Examine interactions and interconnections across cultures.

### Certificate of Achievement

Certificate Requirements	Units
<b>AREA A – English Language Communication and Critical Thinking</b>	<b>9</b>
<i>Choose one course from A1, A2, and A3:</i>	
.....	
A1 – Oral Communication	
A2 – Written Communication	
A3 – Critical Thinking	
<b>AREA B – Scientific Inquiry and Quantitative Reasoning</b>	<b>9</b>
<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 Science	
B3 – Laboratory Activity	
B4 – Mathematical Concepts, Quantitative Reasoning and Applications	
<b>AREA C – Arts and Humanities</b>	<b>9</b>
<i>Choose at least three units from C1 and at least three units from C2:</i>	
.....	
C1 – Art, Music, Photography, Theatre Arts	
C2 – Literature, Humanities, Philosophy, World Languages	
<b>AREA D – Social Sciences</b>	<b>9</b>
<i>Choose three courses in at least two disciplines.</i>	
.....	
<b>AREA E – Lifelong Understanding and Self-Development</b>	<b>3</b>
<i>Choose three units.</i>	
.....	
<b>TOTAL CERTIFICATE UNITS</b>	<b>39</b>

# General Education: Intersegmental General Education Transfer Curriculum (IGETC)

## CERTIFICATE OF ACHIEVEMENT

Requirements are based on Intersegmental General Education Transfer Curriculum (IGETC) requirements (see page 77).

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

- Form a provable thesis, develop it through factual research, distinguish between fact and opinion, and make effective rhetorical choices in relation to audience and purpose.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.
- Examine interactions and interconnections across cultures.

### Certificate of Achievement

Certificate Requirements	Units
<b>AREA 1 – English Communication</b>	<b>6-9</b>
<i>CSU: 3 courses required, one from each 1A, 1B, and 1C</i>	
<i>UC: 2 courses required, one from 1A and one from 1B</i>	
1A: English Composition	
1B: Critical Thinking	
1C: Oral Communication	
<b>AREA 2 – Mathematical Concepts and Quantitative Reasoning</b>	<b>3</b>
<b>AREA 3 – Arts and Humanities</b>	<b>9</b>
<i>At least 3 courses, with at least one from 3A and one from 3B</i>	
3A: Arts	
3B: Humanities	
<b>AREA 4 – Social and Behavioral Science</b>	<b>9</b>
<i>At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.</i>	
<b>AREA 5 – Physical and Biological Sciences</b>	<b>7</b>
<i>At least 2 courses, one from 5A and one from 5B.</i>	
<i>One course must include a laboratory listed in 5C.</i>	
5A: Physical Science	
5B: Biological Science	
5C: Science Laboratory	
<b>Additional Requirement – Languages other than English</b>	<b>0-5</b>
<i>(UC requirement only) Proficiency equivalent to two years of high school study in same language or any World Language 1A or higher course</i>	
<b>TOTAL CERTIFICATE UNITS</b>	<b>34-42</b>

# Genetics

See *BIOLOGY 30*.

# Gentrain

See also *WORLD CIVILIZATION*.

GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system.

Gentrain (General Education Train of Courses) Program began at Monterey Peninsula College in 1974. The Gentrain courses form an interdisciplinary sequence focusing on literature/drama, philosophy/religion, history, and art. There are 16 units progressing from the ancient world to the present. Four units are offered each term. Students may register for credit and pay tuition, or for noncredit, which is free.

## COURSE DESCRIPTIONS

### GENT 1 PREHISTORY AND EARLIEST CIVILIZATIONS (TO 1200 B.C.)

**1 unit • LG-P/NP • Total hours: Seventeen 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.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

### GENT 2 FOUNDATIONS OF THE CLASSICAL WORLD (1200-500 B.C.)

**1 unit • LG-P/NP • Total hours: Seventeen 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 WRLD 20.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

### GENT 3 THE GOLDEN AGE OF GREECE (500-300 B.C.)

**1 unit • LG-P/NP • Total hours: Seventeen 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 WRLD 20.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**GENT 5 THE MEDIEVAL WORLD:  
PART I (400-1100)**

**1 unit • LG-P/NP • Total hours: Seventeen 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.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**GENT 6 THE MEDIEVAL WORLD:  
PART II (1100-1350)**

**1 unit • LG-P/NP • Total hours: Seventeen 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.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**GENT 7 THE EARLY RENAISSANCE (1350-1520)**

**1 unit • LG-P/NP • Total hours: Seventeen 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.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**GENT 8 LATE RENAISSANCE AND REFORMATION  
(1520-1600)**

**1 unit • LG-P/NP • Total hours: Seventeen 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.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**GENT 9 FOUNDATIONS OF THE MODERN WORLD  
(1600-1690)**

**1 unit • LG-P/NP • Total hours: Seventeen 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.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**GENT 10 THE AGE OF REASON (1690-1775)**

**1 unit • LG-P/NP • Total hours: Seventeen 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.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**GENT 11 REACTION AND REVOLUTION  
(1775-1815)**

**1 unit • LG-P/NP • Total hours: Seventeen 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.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**GENT 12 THE AGE OF PROGRESS (1815-1870)**

**1 unit • LG-P/NP • Total hours: Seventeen 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.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**GENT 13 THE END OF INNOCENCE (1870-1918)****1 unit • LG-P/NP • Total hours: Seventeen 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.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: CSU, Area C2, D; MPC, Area C, D****GENT 14 BETWEEN THE WARS (1918-1945)****1 unit • LG-P/NP • Total hours: Seventeen 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.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: CSU, Area C2, D; MPC, Area C, D****GENT 15 WORLD WAR II TO THE PRESENT (1945-PRESENT)****1 unit • LG-P/NP • Total hours: Seventeen 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.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: CSU, Area C2, D; MPC, Area C, D****GENT 21 MEDIEVAL AND RENAISSANCE EUROPE (400-1520)****3 units • LG-P/NP • 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.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B; MPC, Area C, D****GENT 22 THE AGE OF REVOLUTION (1690-1870)****3 units • LG-P/NP • 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.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B; MPC, Area C, D****GENT 23 THE MODERN WORLD (1870 TO PRESENT)****3 units • LG-P/NP • 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, or 15.****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B; MPC, Area C, D****GENT 401 PREHISTORY AND EARLIEST CIVILIZATIONS (TO 1200 B.C.)****0 units • NC • Total hours: Seventeen 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: Seventeen 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: Seventeen 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: Seventeen 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 404A THE ROMAN REPUBLIC AND  
RISE OF EMPIRE (500 B.C.-14 A.D.)**

*0 units • NC • Total hours: Seventeen hours lecture*

This course is designed for Older Adults to examine the Roman Republic and its transition to Empire. Roman art, literature, history, philosophy and religion will be studied in order to draw universal observations that will enable Older Adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

**GENT 405 MEDIEVAL WORLD: PART I (400-1100)**

*0 units • NC • Total hours: Seventeen 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: Seventeen 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: Seventeen 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: Seventeen 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: Seventeen 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: Seventeen 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: Seventeen 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: Seventeen 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: Seventeen 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: Seventeen 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: Seventeen 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.

# Geography

## COURSE DESCRIPTIONS

**GEOG 2 INTRODUCTION TO PHYSICAL GEOGRAPHY**

3 units • LG • Three hours lecture

This course is a spatial study of the Earth's dynamic physical systems and processes. Topics include: Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS), and Global Positioning Systems (GPS). [C-ID GEOG 110]

**Advisories: Eligibility for ENGL 111 or ENSL 110**

**Credit transferable: CSU, UC**

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

**GEOG 4 INTRODUCTION TO HUMAN GEOGRAPHY**

3 units • LG • Three hours lecture

This course is a study of diverse human populations, their cultural origins, diffusion, and contemporary spatial expressions. Topics include: demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. [C-ID GEOG 120]

**Advisories: Eligibility for ENGL 111 or ENSL 110**

**Credit transferable: CSU, UC**

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

# Geology

## DEGREES

**Geology – Associate in Science for Transfer**



**Geology – Associate in Arts (Transfer Preparation)**

# Geology

## ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The Associate in Science in Geology for Transfer degree (AS-T in Geology) provides students with sufficient understanding of geologic concepts to attain upper division status to transfer into the CSU system. Successful completion of the transfer degree in Geology at Monterey Peninsula College guarantees the student acceptance to a California State University (but does not guarantee acceptance to a particular campus or major) to pursue a baccalaureate degree in Geology or related major, in preparation for a career in research, industry, and education. Students must complete the Associate Degree for Transfer requirements to earn the AS-T degree.

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

- Explain Earth features in terms of surficial processes, tectonics, and human influence.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- Use observations of outcrops and/or landscape morphology to interpret basic geologic history and processes.

### Associate in Science for Transfer

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>28</b>
CHEM 1A General Chemistry I (5)	
CHEM 1B General Chemistry II (5)	
GEOG 2 Physical Geology (3) & GEOG 2L Physical Geology Laboratory (1)	
GEOG 3 Historical Geology (3) & GEOG 3L Historical Geology Laboratory (1)	
MATH 20A Calculus with Analytic Geometry I (5)	
MATH 20B Calculus with Analytic Geometry II (5)	
<b>TOTAL MAJOR UNITS</b>	<b>28</b>
<b>Associate Degree Requirements (as described above)</b>	<b>28</b>
<i>Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

# Geology

## ASSOCIATE IN ARTS DEGREE (Transfer Preparation)

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

- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.

### Associate in Arts Degree (Transfer Preparation)

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>4</b>
GEOL 2 Physical Geology (3)	
GEOL 2L Physical Geology Laboratory (1)	
<b>Select at least 14 units from the following:</b>	<b>14</b>
CHEM 1A General Chemistry I (5)	
CHEM 1B General Chemistry II (5)	
MATH 20A Calculus with Analytic Geometry I (5)	
MATH 20B Calculus with Analytic Geometry II (5)	
PHYS 3A Science and Engineering Physics I (4)	
PHYS 3B Science and Engineering Physics II (4)	
<b>TOTAL MAJOR UNITS</b>	<b>18</b>
<b>Associate Degree Requirements (as described above)</b>	<b>18</b>
<i>Contact an MPC counselor for major preparation at specific institutions.</i>	
<i>Complete Competency Requirements, and CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

### GEOL 2 PHYSICAL GEOLOGY

**3 units • LG-P/NP • Three hours lecture**

An introduction to the principles of geology with emphasis on Earth processes. This course focuses on the internal structure and origin of the Earth and the processes that change and shape it. [C-ID GEOL 100]

**Corequisites:** GEOL 2L

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 263

**Credit transferable:** CSU, UC

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

### GEOL 2L PHYSICAL GEOLOGY LABORATORY

**1 unit • LG-P/NP • Three hours lab**

This course is the laboratory component to GEOL 2. It covers identification of rocks and minerals and includes topographic and geologic map exercises demonstrating the work of water, wind, ice, and gravity and the effects of tectonic activity. [C-ID GEOL 100L]

**Corequisites:** GEOL 2

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B3; IGETC, Area 5C; MPC, Area B

### GEOL 3 HISTORICAL GEOLOGY

**3 units • LG-P/NP • Three hours lecture**

An introduction to Earth's history and the life it supports. Subjects include geologic dating, global tectonics, stratigraphy, fossils, biological evolution, the planet's origin, and the processes that have influenced paleogeography during the past 4.6 billion years. May also be offered online. [C-ID GEOL 110]

**Corequisites:** GEOL 3L

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 10, 13, 16, 17, or 18

**Credit transferable:** CSU, UC

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

### GEOL 3L HISTORICAL GEOLOGY LAB

**1 unit • LG-P/NP • Three hours lab**

This course is the laboratory component to GEOL 3, which is an introduction to Earth's history and the life it supports. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. [C-ID GEOL 110]

**Corequisites:** GEOL 3

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 10, 13, 16, 17, or 18

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B3; IGETC, Area 5C; MPC, Area B

### GEOL 9 EARTH CATASTROPHES AND DISASTERS

**3 units • LG-P/NP • Three hours lecture**

This course covers the application of basic principles of Earth processes, including tectonics, erosion, climate, and wind, as well as issues of catastrophic and disastrous events from a global perspective. Topics include earthquakes, landslides, floods, severe weather, tsunamis, and volcanoes.

The course emphasizes using the scientific method to interpret the causes and future probabilities of Earth catastrophes and disasters. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 263

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1; IGETC, Area 5A

# Graphic Arts

See ART – GRAPHIC ARTS.

# Health

## COURSE DESCRIPTIONS

### HLTH 4 HEALTHY LIVING

**3 units • LG-P/NP • Three hours lecture**

This course covers significant aspects of personal and community health and principles of healthful living. Students study body functions with respect to anatomy, physiology, nutrition, exercise, weight control, stress management, alcohol, narcotics, and diseases. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### HLTH 5 FIRST AID AND CPR

**3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab**

This course involves the theory and detailed demonstration of the first aid care of the injured. Lessons cover assessment and treatment of medical and trauma injuries and safety for the emergency responder. The student learns to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) are granted upon successful completion of requirements. [C-ID GEOL 110]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

### HLTH 7 WOMEN'S HEALTH ISSUES

**3 units • LG-P/NP • Three hours lecture**

This course focuses on specific women's health concerns, including reproductive health, birth control and birthing, female anatomy and physiology, exercise and nutrition, and choices for supporting women's mental and physical health. Also offered as Gender and Women's Studies 7; credit may be earned only once.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

# History

## DEGREE

**History –**  
Associate in Arts for Transfer



# History

## ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The History program offers the Associate in Arts in History for Transfer degree (AA-T in History) to introduce students to the widely ranging historical record of human experience. The chronological, geographical, and topical range of courses offers students a variety of choices to transfer into the CSU system to work toward a baccalaureate degree in history or to give a historical dimension to their studies in other disciplines. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Read and analyze primary and secondary sources.
- Write college-level analytical essays on historical subjects.
- Describe the basic chronological history of the U.S., Europe, and elective non-European regions chosen by the student.
- Use race, class, and gender as categories of analysis to understand history.

### Associate in Arts for Transfer

Associate Degree Major Requirements		Units
<b>REQUIRED CORE:</b>		<b>6</b>
HIST 17	United States History To 1877 (3)	
HIST 18	United States History From 1865 (3)	
<b>LIST A: Select two courses from the following:</b>		<b>6</b>
HIST 4	Western Civilization I (3)	
or HIST 7	World History To 1500 (3)	
HIST 5	Western Civilization II (3)	
or HIST 8	World History Since 1500 (3)	
<b>LIST B: Select one course from each area</b>		<b>6-8</b>
<b>AREA 1:</b> Select one course from the following or from LIST A not already selected:		
ANTH 4	Introduction to Cultural Anthropology (3)	
ENGL/GWOS 11	Literature By and About Women (3)	
FREN 1A	Elementary French I (5)	
FREN 1B	Elementary French II (5)	
FREN 2A	Intermediate French (5)	
FREN 2B	Advanced French (5)	
HIST 7	World History To 1500 (3)	
or HIST 8	World History Since 1500 (3)	
HIST/GWOS 12	Women in United States History (3)	
HIST 20	History of Mexico (3)	
HIST/ETNC 40	The African Experience (3)	
HIST 47	History of the Ancient Mediterranean/Near East (3)	
PSYC/SOCI 3	Introduction to Social Psychology (3)	



- SIGN 1A Elementary American Sign Language I (5)
- SIGN 1B Elementary American Sign language II (5)
- SIGN 2B Advanced American Sign Language II (5)
- SOCI 2 Contemporary Social Problems (3)
- SPAN 1A Elementary Spanish I (5)
- SPAN 1B Elementary Spanish II (5)
- SPAN 1S-A Elementary Spanish for Spanish Speakers I (5)
- SPAN 1S-B Elementary Spanish for Spanish Speakers II (5)
- SPAN 2A Intermediate Spanish I (5)
- SPAN 2B Intermediate Spanish II (5)

**AREA 2:** Select one course from the following or from LIST A not already selected:

- ANTH 4 Introduction to Cultural Anthropology (3)
- ANTH 6 Introduction to Archaeology and Prehistory (3)
- ENGL 5 Introduction to Great Books (3)
- HIST 4 Western Civilization I (3)
- HIST 5 Western Civilization II (3)
- HIST 6 History of World Religions (3)
- HIST 7 World History To 1500 (3)
- HIST 8 World History Since 1500 (3)
- HIST/GWOS 12 Women in United States History (3)
- HIST 15 History of California (3)
- HIST 20 History of Mexico (3)
- HIST 47 History of the Ancient Mediterranean/Near East (3)
- POLS/GWOS 10 Gender in American Politics (3)
- PSYC/SOCI 3 Introduction to Social Psychology (3)
- SOCI 1 Introduction to Sociology (3)
- SOCI 2 Contemporary Social Problems (3)

<b>TOTAL MAJOR UNITS</b>	<b>18-20</b>
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Associate Degree Requirements (as described above)	18-20
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Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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## COURSE DESCRIPTIONS

### HIST 4 WESTERN CIVILIZATION I

**3 units • LG-P/NP • 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. [C-ID HIST 170]

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4;**

**MPC, Area D**

### HIST 5 WESTERN CIVILIZATION II

**3 units • LG-P/NP • Three hours lecture**

Survey of the development of western culture and civilization from absolutism to the present. [C-ID HIST 180]

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4;**

**MPC, Area D**

### HIST 6 HISTORY OF WORLD RELIGIONS

**3 units • LG-P/NP • Three hours lecture**

This course covers the history and characteristics of the world's major religions: Hinduism, Buddhism, Judaism, Christianity, Islam, Confucianism, Taoism, and Shintoism. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### HIST 7 WORLD HISTORY TO 1500

**3 units • LG-P/NP • Three hours lecture**

This course offers a survey of human communities in Africa, Asia, Europe, and the Americas and their contact with one another to 1500. It focuses on the development of major belief systems, political and economic organization, and family and gender roles in a changing natural environment. May also be offered online. [C-ID HIST 150]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4;**

**MPC, Area D**

### HIST 8 WORLD HISTORY SINCE 1500

**3 units • LG-P/NP • Three hours lecture**

This course offers a broad thematic survey of world history from 1500 to the present. Through lecture and discussion, students examine the global implications of contact between continents, industrialization, colonialism, imperialism, nationalism, cultural change, decolonization, changes in women's rights and roles, and the rise and fall of world communism. Students also compare regions and cultures by analyzing themes and institutions that cross cultures and by reading a variety of contemporary accounts. May also be offered online. [C-ID HIST 160]

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4;**

**MPC, Area D**

**HIST 10 MODERN LATIN AMERICA****3 units • LG-P/NP • Three hours lecture**

This course covers the history of Latin America from the independence period to the present, with a focus on the ideologies, events, and people that emerged to make modern Latin America.

**Advisories: ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D, F****HIST 12 WOMEN IN UNITED STATES HISTORY****3 units • LG-P/NP • 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 U.S. history and culture. Satisfies the CSU American History requirement. Also offered as Gender and Women's Studies 12; credit may be earned only once. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2; D; IGETC, Area 3B, 4; MPC, Area D, F****HIST 15 HISTORY OF CALIFORNIA****3 units • LG-P/NP • Three hours lecture**

This course analyzes human history in California up to the present. It explores political, economic, social, cultural, and geographic factors in the analysis of the state's historical issues and current social problems. It also covers experiences and interactions of the diverse ethnic and racial groups in California history. This course is also an introduction to the field of history, including how to identify and read primary and secondary sources and analyze evidence. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, F****HIST 17 UNITED STATES HISTORY TO 1877****3 units • LG-P/NP • Three hours lecture**

This course offers historical survey of the European colonization of North America and of the United States from pre-colonial times through Reconstruction. It presents ethnic, physical, economic, social, and cultural influences on development of the United States from a variety of points of view. Satisfies the CSU American History requirement. Portions of instruction may be offered online; may also be offered fully online. [C-ID HIST 130]

**Advisories: ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D****HIST 18 UNITED STATES HISTORY FROM 1865****3 units • LG-P/NP • Three hours lecture**

Historical survey of the United States from the end of the Civil War to the present. The course themes include America's rise to global power, changing ideas of freedom following the Civil War, and the creation of new boundaries of the nation and its citizens. Satisfies the CSU American History requirement. May also be offered online. [C-ID HIST 140]

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D****HIST 20 HISTORY OF MEXICO****3 units • LG-P/NP • Three hours lecture**

A survey of the history of Mexico from Pre-Columbian times to the present. Special emphasis is placed on introducing students to the ethnic, cultural, social, political, and economic forces that have shaped Mexico's history. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D****HIST 24 AFRICAN-AMERICANS IN UNITED STATES HISTORY TO 1865****3 units • LG-P/NP • Three hours lecture**

This course offers an introduction to the role of African Americans in the development of the United States from the country's beginnings until 1865. Emphasis is placed on their historical and cultural contributions to life in the United States as well as their socioeconomic and sociopolitical status. Also offered as Ethnic Studies 24; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D, F****HIST 25 AFRICAN-AMERICANS IN UNITED STATES HISTORY SINCE 1865****3 units • LG-P/NP • Three hours lecture**

This course offers an introduction to the role of African Americans in the development of the United States from 1865 to present. Emphasis is placed on their historical and cultural contributions to life in the United States as well as their socioeconomic and sociopolitical status. Also offered as Ethnic Studies 25; credit may be earned only once.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and 155****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D, F**

**HIST 40 THE AFRICAN EXPERIENCE**

**3 units • LG-P/NP • Three hours lecture**

This course surveys geography, history, culture, politics, and economics of Africa south of the Sahara and its relation with the Atlantic world.

Also offered as Ethnic Studies 40; credit may be earned only once.

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; MPC, Area D**

**HIST 47 HISTORY OF THE ANCIENT MEDITERRANEAN AND NEAR EAST**

**3 units • LG-P/NP • 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 religions of Mesopotamia, Egypt, Greece, Rome, and Byzantium.

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D**

# Hospitality

## DEGREES

- Food and Beverage Management –**  
Associate in Science (Career Technical)
- Sustainable Hospitality Management –**  
Associate in Science (Career Technical)

## CERTIFICATES OF TRAINING

- Advanced Sustainable Culinary Arts**
- Baking and Pastry Arts**
- Sustainable Food and Beverage Management**
- Wine Professional Level 1**

# Food and Beverage Management

## ASSOCIATE IN SCIENCE DEGREE (Career Technical)

The Food and Beverage Management program prepares students to work in the food and beverage industry. Students master the management skills necessary to work in both large and small operations, including restaurants, hotels, resorts, hospitals, schools, retirement homes, catering, and food trucks.

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

- Manage a team of employees that emphasize customer service in the food and beverage industry.
- Manage a profitable business in the food and beverage industry.

### Associate in Science Degree (Career Technical)

<b>Associate Degree Major Requirements</b>	<b>Units</b>
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<b>REQUIRED CORE:</b>	<b>26.5</b>
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- BUSI 120A Basic Accounting (3)
- HOSP 23 Culinary Foundations of Professional Cooking I (3)
- HOSP 51 Introduction to the Hospitality Industry (3)
- HOSP 53 Introduction to Food and Beverage Management (3)
- HOSP 58 Sanitation, Safety, Equipment (3)
- HOSP 63 Hospitality Supervision (1.5)
- HOSP 64 Customer Service (3)
- HOSP 65 Hospitality Law (3)
- HOSP 66 Practices in Hospitality (1)
- HOSP 70 Hospitality Cost Control (3)

<b>Choose a concentration:</b>	<b>5-6.5</b>
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### Baking and Pastry Arts Concentration

- HOSP 77 Bakeshop: Yeasted and Non-Yeasted Breads (.5)
- HOSP 78 Bakeshop: Basic Baking Techniques (1)
- HOSP 81 Bakeshop: Pies and Tarts (.5)
- HOSP 82 Bakeshop: Cakes, Tortes and Decorating Techniques. (1)
- HOSP 83 Bakeshop: French Pastries/Restaurant-Style Desserts (.5)
- HOSP 84 Chocolate I: Introduction to Chocolate (.5)

- HOSP 87 Bakeshop: Regional French Desserts (.5)
- HOSP 88 Chocolate II: Chocolates and Confections (.5)

### Catering and Events Concentration

- HOSP 20 Catering (2)
- HOSP 60 Special Events Management (3)
- HOSP 61 Introduction to Professional Meeting Planning (1.5)

### Sustainable Culinary Arts Concentration

- HOSP 21 Urban Agriculture Culinary Arts (1.5)
- HOSP 22 Farm to Table Sustainable Cooking (1.5)
- HOSP 24 Culinary Foundations of Professional Cooking II (3)

### Wine Service Concentration

- HOSP 24 Culinary Foundations of Professional Cooking II (3)
- HOSP 40 Wine Fundamentals (1.5)
- HOSP 41 Wine Appreciation and Analysis (1.5)

<b>Select one to two units from the following:</b>	<b>1-2</b>
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COOP 91.21 Hospitality Work Experience (1-2)

HOSP 20 Catering (2)

<b>TOTAL MAJOR UNITS</b>	<b>32.5-35</b>
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<b>Associate Degree Requirements (as described above)</b>	<b>32.5-35</b>
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*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

### Recommended General Education Courses:

- BUSI 22 Human Behavior/Leadership (3)  
or BUSI 42 Human Resources Management (3)
- BUSI 44 Intro. to Business Ownership/Management (3)
- ECON 2 Principles of Economics: Macro (3)
- MATH 16 Elementary Statistics (4)
- MATH 17 Finite Math (4)
- SPCH 1 Public Speaking (3)  
or SPCH 2 Small Group Communication (3)

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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# Sustainable Hospitality Management

## ASSOCIATE IN SCIENCE DEGREE (Career Technical)

The Sustainable Hospitality Management program prepares students for transfer to another institution for advanced study. This program is designed to provide students with a foundation of knowledge to help them become successful leaders within the hospitality industry. The program is also a direct link to the Sustainable Hospitality Management bachelor's degree that is offered at CSUMB.

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

- Pursue advanced study in traditional, non-traditional, and high technology fields in order to interface with a global economy.
- Accurately assess knowledge, skills, and abilities in relationship to their educational, career, and/or personal goals.
- Apply critical thinking skills to hospitality related scenarios.
- Communicate effectively, both orally and in writing.
- Apply knowledge of hospitality and sustainable business to the creation and achievement of a successful career in the hospitality field.

### Associate in Science Degree (Career Technical)

#### Associate Degree Major Requirements Units

#### REQUIRED CORE: 39.5

BIOL 31	Environmental Science (3)
BIOL 32	Environmental Science Laboratory (1)
BUSI 1A	Financial Accounting (4)
BUSI 1B	Managerial Accounting (4)
BUSI 18	Business Law (3)
ECON 2	Principles of Economics: Macro (3)
ENGL 2	Argumentative Writing and Critical Thinking (3)
*HOSP 51	Introduction to the Hospitality Industry (3)
*HOSP 63	Hospitality Supervision (1.5)
*HOSP 64	Customer Service (3)
MATH 16	Elementary Statistics (4)
MATH 17	Finite Math (4)
SPCH 1	Public Speaking (3)

#### REQUIRED ELECTIVES:

#### Select three units from the following: 3

*HOSP 20	Catering (2)
*HOSP 21	Urban Agriculture Culinary Arts (1.5)
*HOSP 22	Farm to Table Sustainable Cooking (1.5)
*HOSP 23	Culinary Foundations of Professional Cooking I (3)
*HOSP 24	Culinary Foundations of Professional Cooking II (3)
*HOSP 40	Wine Fundamentals (1.5)
*HOSP 41	Wine Appreciation and Analysis (1.5)
*HOSP 53	Introduction to Food and Beverage Management (3)
*HOSP 60	Special Events Management (3)
*HOSP 61	Introduction to Professional Meeting Planning (1.5)
*HOSP 65	Hospitality Law (3)

*HOSP 66	Practices in Hospitality (1)
*HOSP 70	Hospitality Cost Control (3)
*HOSP 77	Bakeshop: Yeasted and Non-Yeasted Breads (.5)
*HOSP 78	Bakeshop: Basic Baking Techniques (1)
*HOSP 81	Bakeshop: Pies and Tarts (.5)
*HOSP 82	Bakeshop: Cakes, Tortes and Decorating Techniques (1)
*HOSP 83	Bakeshop: French Pastries and Restaurant-Style Desserts (.5)
*HOSP 84	Chocolate I: Introduction to Chocolate (.5)
*HOSP 87	Bakeshop: Regional French Desserts (.5)
*HOSP 88	Chocolate II: Chocolates and Confections (.5)
*HOSP 180	Food Safety Certification (.5)
*COOP 91.21	Hospitality Work Experience (1-3)

#### TOTAL MAJOR UNITS 42.5

#### Associate Degree Requirements (as described above) 42.5

*\*Does not transfer to UC.*

*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

#### TOTAL DEGREE UNITS 60

# Advanced Sustainable Culinary Arts

## CERTIFICATE OF TRAINING

The Sustainable Culinary Arts Certificate is designed to qualify individuals who complete the certificate for work in the culinary industry. This certificate also prepares students with a strong understanding of running a sustainable kitchen.

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

- Work as part of a team, using effective communication and interpersonal skills.
- Follow appropriate sanitation procedures and personal hygiene requirements to ensure food safety.
- Apply culinary principles to a professional kitchen operation in a sustainable manner.

### Certificate of Training

#### Certificate Requirements Units

HOSP 20	Catering	2
HOSP 21	Urban Agriculture Culinary Arts	1.5
HOSP 22	Farm to Table Sustainable Cooking	1.5
HOSP 23	Culinary Foundations of Professional Cooking I	3
HOSP 24	Culinary Foundations of Professional Cooking II	3
HOSP 58	Sanitation, Safety, Equipment	3
HOSP 66	Practices in Hospitality	1
HOSP 78	Bakeshop: Basic Baking Techniques	1
COOP 91.21	Hospitality Work Experience	1

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

#### TOTAL CERTIFICATE UNITS 17

# Baking and Pastry Arts

## CERTIFICATE OF TRAINING

The Baking and Pastry Arts Certificate is designed to qualify individuals who have completed the certificate to work in the baking and pastry industry.

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

- Prepare baked goods and dessert items that are marketable to the public and safe to consume.

### Certificate of Training

Certificate Requirements		Units
HOSP 66	Practices in Hospitality	1
HOSP 77	Bakeshop: Yeasted and Non-Yeasted Breads	.5
HOSP 78	Bakeshop: Basic Baking Techniques	1
HOSP 81	Bakeshop: Pies and Tarts	.5
HOSP 82	Bakeshop: Cakes, Tortes and Decorating Techniques	1
HOSP 83	Bakeshop: French Pastries and Rest.-Style Desserts	.5
HOSP 84	Chocolate I: Introduction to Chocolate	.5
HOSP 87	Bakeshop: Regional French Desserts	.5
HOSP 88	Chocolate II: Chocolates and Confections	.5
HOSP 180	Food Safety Certification	.5

**Select one to two units from the following:** **1-2**

- COOP 91.21 Hospitality Work Experience (1-2)  
*(Students will be placed in a job situation for experience.)*
- HOSP 20 Catering (2)

**TOTAL CERTIFICATE UNITS** **7.5-8.5**

# Sustainable Food and Beverage Management

## CERTIFICATE OF TRAINING

The Sustainable Food and Beverage Management Certificate of Training is designed to prepare students/employees to become successful supervisors and leaders in the food and beverage industry.

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

- Manage a food and beverage outlet according to safety and sanitation guidelines.
- Manage a food and beverage outlet so that it is profitable.

### Certificate of Training

Certificate Requirements		Units
HOSP 53	Food and Beverage Service Management	3
HOSP 58	Sanitation, Safety, Equipment	3
HOSP 63	Hospitality Supervision	1.5
HOSP 64	Customer Service	3
HOSP 70	Hospitality Cost Control	3

**Select one to two units from the following:** **1-2**

- COOP 91.21 Hospitality Work Experience (1-2)  
*(Students will be placed in a job situation for experience.)*
- HOSP 20 Catering (2)

**Select one to one and one-half units from the following:** **1-1.5**

- HOSP 21 Urban Agriculture Culinary Arts (1.5)
- HOSP 22 Farm to Table Sustainable Cooking (1.5)
- HOSP 40 Wine Fundamentals (1.5)
- HOSP 41 Wine Appreciation and Analysis (1.5)
- HOSP 61 Introduction to Professional Meeting Planning (1.5)
- HOSP 77 Bakeshop: Yeasted and Non-Yeasted Breads (.5)
- HOSP 78 Bakeshop: Basic Baking Techniques (1)
- HOSP 81 Bakeshop: Pies and Tarts (.5)
- HOSP 82 Bakeshop: Cakes, Tortes and Decorating Tech. (1)
- HOSP 83 Bakeshop: French Pastries/Rest.-Style Desserts (.5)
- HOSP 84 Chocolate I: Introduction to Chocolate (.5)
- HOSP 87 Bakeshop: Regional French Desserts (.5)
- HOSP 88 Chocolate II: Chocolates and Confections (.5)

**TOTAL CERTIFICATE UNITS** **15.5-17**

# Wine Professional Level 1

## CERTIFICATE OF TRAINING

The Wine Professional Level 1 Certificate is designed to prepare students to work and excel in the wine or restaurant industry. The program provides an overview of the wine industry, including production, tasting, food pairing, and responsible and professional service. In addition, the elements of wine sales and service are covered. This certificate provides an in-depth exploration into the flavors of the world, the importance of geographic location, laws, tradition, and the winemaker influences. Students will taste wines from around the world and learn the techniques of blind tasting to enhance understanding and prepare for industry recognized certifications.

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

- Articulate the difference between viticulture, viniculture, and varieties of wines.
- Describe what makes up the physiology of taste for wines and demonstrate an understanding of each style of wine.
- Demonstrate proper wine service techniques and an overall understanding of food and wine pairing.
- Compare and contrast different wine making techniques and laws that winemakers have to follow depending on the region that they are growing in.

### Certificate of Training

Certificate Requirements	Units
HOSP 40 Wine Fundamentals	1.5
HOSP 41 Wine Appreciation and Analysis	1.5
<b>TOTAL CERTIFICATE UNITS</b>	<b>3</b>

## COURSE DESCRIPTIONS

### HOSP 20 CATERING

**2 units • LG-P/NP • One hour lecture; three hours lab**

This is a practical course designed to help students develop their catering leadership skills. Students develop menus, meet with clients, manage staff, design plating and table displays, and create successful catered events. Portions of instruction may be offered online.

**Credit transferable: CSU**

### HOSP 21 URBAN AGRICULTURE CULINARY ARTS

**1.5 units • LG-P/NP • One hour lecture; one and one-half hours lab**

This course explores principles of sustainable urban agriculture and sustainable culinary arts to promote individual and community health. Students learn how to source sustainable ingredients, including how to design, plant, maintain, and use an urban garden in a professional culinary setting.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**Materials Fee: \$40**

### HOSP 22 FARM TO TABLE SUSTAINABLE COOKING

**1.5 units • LG-P/NP • One hour lecture; one and one-half hours lab**

This course explores sustainable cooking by emphasizing the relationships among farms, kitchens, and consumers. Students purchase produce and protein from the on-campus farmers market, create menus, and cook sustainable meals to gain an understanding of "Farm to Table" cooking.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**Materials Fee: \$40**

### HOSP 23 CULINARY FOUNDATIONS OF PROFESSIONAL COOKING I

**3 units • LG-P/NP • Two hours lecture; three hours lab**

This course is a comprehensive introduction to the principles of food preparation in a professional kitchen. It emphasizes hands-on cooking, tasting, and evaluation to teach professional culinary techniques. The course also stresses how ingredients and culinary processes affect product outcome.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**Materials Fee: \$80**

### HOSP 24 CULINARY FOUNDATIONS OF PROFESSIONAL COOKING II

**3 units • LG-P/NP • Two hours lecture; three hours lab**

This course is a continuation of HOSP 23, emphasizing high production standards, professional service, equipment selection and safety, and time management. It stresses efficiency, nutrition, menu design, recipe preparation, and international cuisine.

**Prerequisites: HOSP 23**

**Credit transferable: CSU**

**Materials Fee: \$80**

### HOSP 40 WINE FUNDAMENTALS

**1.5 units • LG-P/NP • One and one-half hours lecture**

This course provides an overview of basic wine knowledge, including production, tasting, food pairing, and responsible service. It covers the different styles of wine sales and service and is designed to prepare students to work in the wine or restaurant industry.

**Prerequisites: Age 21 or older**

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

**Materials Fee: \$30**

## HOSP 41 WINE APPRECIATION AND ANALYSIS

**1.5 unit • LG-P/NP • One and one-half hours lecture**

This course provides an in-depth exploration into the flavors of the world and the effects of geographic location, laws, tradition, and the winemaker have on wines. It expands on HOSP 40 with a deeper look into the practice of wine sales and service in the industry and a greater focus on tasting wine from around the world and learning the basics of blind tasting.

**Prerequisites:** Age 21 or older  
**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU  
**Materials Fee:** \$70

## HOSP 51 INTRODUCTION TO THE HOSPITALITY INDUSTRY

**3 units • LG-P/NP • Three hours lecture**

This course is a survey of the hospitality industry, including lodging, resorts, food and beverage service, management, travel, tourism and sustainable business practices. Career opportunities and industry trends are reviewed. May also be offered online.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU  
**General Ed. Credit:** MPC, Area E2

## HOSP 53 INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT

**3 units • LG-P/NP • Three hours lecture**

This course offers an overview and examination of the different areas of food and beverage management. It covers food service fundamentals, management and operations functions, customer service, marketing, ethics, menu planning, and technology. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU  
**General Ed. Credit:** MPC, Area E2

## HOSP 58 SANITATION, SAFETY, EQUIPMENT

**3 units • LG-P/NP • 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 or ENSL 110 and 155  
**Credit transferable:** CSU

## HOSP 60 SPECIAL EVENTS MANAGEMENT

**3 units • LG-P/NP • Three 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, corporate events, and celebrations is included. Students plan an event as a team project.

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155  
**Credit transferable:** CSU

## HOSP 61 INTRODUCTION TO PROFESSIONAL MEETING PLANNING

**1.5 unit • LG-P/NP • 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 or ENSL 110 and 155  
**Credit transferable:** CSU

## HOSP 63 HOSPITALITY SUPERVISION

**1.5 units • LG-P/NP • 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 or ENSL 110 and 155  
**Credit transferable:** CSU

## HOSP 64 CUSTOMER SERVICE

**3 units • LG-P/NP • Three hours lecture**

This highly practical class provides insight into the customer service environment and essential workplace skills, including problem-solving, dealing with difficult customers, and managing customer service. Communications basics of listening, non-verbal communication, and technology communications are also covered. Also offered as Business 64; credit may be earned only once. May also be offered online.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU

## HOSP 65 HOSPITALITY LAW

**3 units • LG-P/NP • Three hours lecture**

This course gives an 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 are covered. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 1A  
**Credit transferable:** CSU

## HOSP 66 PRACTICES IN HOSPITALITY

**1 unit • LG-P/NP • 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 or ENSL 110 and 155  
**Credit transferable:** CSU



**HOSP 67 ACCOUNTING FOR HOSPITALITY MANAGERS**

*1 unit • LG-P/NP • 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. Portions of instruction may be offered online.

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

**Credit transferable:** CSU

**HOSP 70 HOSPITALITY COST CONTROL**

*3 units • LG-P/NP • Three hours lecture*

This course prepares students to apply cost control measures in restaurant and beverage management. Key principles, concepts, and cost control strategies are presented for each phase of beverage and food service operations. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

**HOSP 77 BAKESHOP:  
YEASTED AND NON-YEASTED BREADS**

*.5 unit • LG-P/NP • Total hours: Four hours lecture;  
fourteen hours lab*

Students are introduced to baking processes and ingredients, batters and doughs, yeast breads and rolls. Lab included.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

**Materials Fee:** \$10

**HOSP 78 BAKESHOP: BASIC BAKING TECHNIQUES**

*1 unit • LG-P/NP • Total hours: Eight and one-half hours lecture;  
twenty-eight 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 1A

**Credit transferable:** CSU

**Materials Fee:** \$20

**HOSP 81 BAKESHOP: PIES AND TARTS**

*.5 unit • LG-P/NP • Total hours: Four hours lecture;  
fourteen 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 1A

**Credit transferable:** CSU

**Materials Fee:** \$10

**HOSP 82 BAKESHOP: CAKES, TORTES AND  
DECORATING TECHNIQUES**

*1 unit • LG-P/NP • Total hours: Eight hours lecture;  
twenty-eight 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 1A

**Credit transferable:** CSU

**Materials Fee:** \$10

**HOSP 83 BAKESHOP: FRENCH PASTRIES AND  
RESTAURANT-STYLE DESSERTS**

*.5 unit • LG-P/NP • Total hours: Four hours lecture;  
fourteen 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 1A

**Credit transferable:** CSU

**Materials Fee:** \$10

**HOSP 84 CHOCOLATE I:  
INTRODUCTION TO CHOCOLATE**

*.5 unit • LG-P/NP • Total hours: Four hours lecture;  
fourteen hours lab*

This course covers the history, growth, and processing of chocolate for baking and pastry uses. Students 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 are covered.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

**Materials Fee:** \$10

**HOSP 87 BAKESHOP:  
REGIONAL FRENCH DESSERTS**

*.5 unit • LG-P/NP • Total hours: Four hours lecture;  
fourteen hours lab*

This course explores the diversity of French desserts from different regions. From the east region of Alsace, influenced by Germany and Switzerland, to the west coast of Normandy and the rich region of Provence, each region has a cultural and geographic uniqueness reflected in the desserts. Brioche, Paris-Brest, fruit tarts, chocolate and fruit mousses, petits fours, cookies, macaroons, and charlottes are covered. Previous baking courses or experience recommended.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

**Materials Fee:** \$10

**HOSP 88 CHOCOLATE II:  
CHOCOLATES AND CONFECTIONS**

**.5 unit • LG-P/NP • Total hours: Four hours lecture;  
fourteen hours lab**

In this class students temper chocolate and produce a variety of chocolates and confections. Includes demonstration and hands-on experience to learn appropriate use of techniques. Showpiece and presentation techniques are covered.

**Advisories: HOSP 84; eligibility for ENGL 1A**

**Credit transferable: CSU**

**Materials Fee: \$10**

**HOSP 90 INDEPENDENT STUDY**

**.5-4 units • LG-P/NP • Three hours lab per week for each unit  
of credit**

This course provides a framework for this academic discipline, which is 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.

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

**Credit transferable: CSU**

**HOSP 180 FOOD SAFETY CERTIFICATION**

**.5 unit • P/NP • Total hours: Eight and one-half 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. Food facilities handling or serving unpackaged foods must have an employee on staff who has a food safety certificate. Exam is available as part of the course. Portions of instruction may be offered online; may also be offered fully online.

# Human Services

## DEGREE

**Human Services –**  
Associate in Science (Career Technical)

## CERTIFICATE OF ACHIEVEMENT

**Human Services** (Career Technical)

# Human Services

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

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, or social services assistant. Paraprofessional jobs can be found 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 transfer, allowing the student to pursue an advanced degree.

**Learning Outcomes:** Upon successful completion of the 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.
- Utilize 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.
- Utilize 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 of Achievement (Career Technical)

Certificate Requirements	Units
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<b>REQUIRED CORE:</b>	<b>19</b>
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BUSC 140	MS Word 2013: Word/Windows I (1)
BUSC 141	MS Word 2013: Word/Windows II (1)
HUMS 50	Introduction to Human Services (3)
HUMS 53	Counseling Techniques for the Paraprof'l (3)
HUMS 54	Family Development (3)
HUMS 60	Practices in Human Services (1)
HUMS 61	Introduction to Alcohol/Drug Studies (3)
HUMS 62	Introduction to Gerontology (3)
COOP 91.39	Human Services Work Experience (1)

<b>Select three units from the following:</b>	<b>3</b>
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ECED 1	Child Growth and Development (3)
ECED 56	Teaching in a Diverse Society (3)
FACS 56	Life Management (3)
HLTH 4	Healthy Living (3)
PSYC/SOCI 3	Introduction to Social Psychology (3)
PSYC 25	Lifespan Development (3)
SPCH 4	Intercultural Communication (3)

<b>TOTAL CERTIFICATE UNITS</b>	<b>22</b>
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## Associate in Science Degree (Career Technical)

Associate Degree Major Requirements	Units
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Certificate Requirements	22
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<b>Select six units from the following not used to satisfy the certificate requirement:</b>	<b>6</b>
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GWOS 1	Introduction to Gender and Women's Studies (3)
GWOS/HLTH 7	Women's Health Issues (3)
PSYC 25	Lifespan Development (3)

<b>TOTAL MAJOR UNITS</b>	<b>28</b>
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<b>Associate Degree Requirements (as described above)</b>	<b>28</b>
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*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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## COURSE DESCRIPTIONS

### HUMS 50 INTRODUCTION TO HUMAN SERVICES

**3 units • LG-P/NP • 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 opportunities for students to explore their own needs, interests, and capabilities in relation to job expectations, are emphasized.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**HUMS 53 COUNSELING TECHNIQUES FOR THE PARAPROFESSIONAL****3 units • LG-P/NP • 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 applicable to placements requiring 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 1A**  
**Credit transferable: CSU**

**HUMS 54 FAMILY DEVELOPMENT****3 units • LG-P/NP • Three hours lecture**

This course focuses on using family development principles as a sustainable route to self-reliance, building mutually respectful relationships with families, building communication skills necessary to make relationships work effectively, understanding cultures, removing barriers to working effectively with diversity, expanding multicultural competence, and applying strengths-based assessments. The course also focuses on helping families set and reach their own goals, helping families access specialized services, home visiting, facilitation skills, and collaboration.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**

**HUMS 60 PRACTICES IN HUMAN SERVICES****1 unit • LG-P/NP • 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.

**Prerequisites: HUMS 50**  
**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**

**HUMS 61 INTRODUCTION TO ALCOHOL/DRUG STUDIES****3 units • LG-P/NP • Three hours lecture**

This course provides an overview of drugs and alcohol and how they affect the individual, families, and society. Topics include contemporary treatment and prevention approaches, public policy issues, community resources, and the addiction counseling profession.

**Advisories: ENGL 111**  
**Credit transferable: CSU**

**HUMS 62 INTRODUCTION TO GERONTOLOGY****3 units • LG-P/NP • Three hours lecture**

This course prepares students to assist seniors in managing their health and the psychological and social needs unique to the elderly population via a broad overview of the biological, psychological, and social aspects of aging.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**

# Humanities

## COURSE DESCRIPTIONS

**HUMA 4 IMAGES OF WOMEN IN THE ARTS****3 units • LG-P/NP • Three hours lecture**

This course examines women in the visual arts. Students study images of women as well as the visual arts made by women and what their relationship to society was when they made them.

**Advisories: Eligibility for ENGL 1A**  
**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-P/NP • 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.

**Prerequisites: ENGL 111 or ENSL 110**  
**Credit transferable: CSU, UC**  
**General Ed. Credit: CSU, Area C2, E; IGETC, Area 3B; MPC, Area C**

**HUMA 30 HUMANITIES IN MULTICULTURAL AMERICA****3 units • LG-P/NP • Three hours lecture**

This course examines underlying philosophies and worldviews of Native Americans, European Americans, African Americans, and Asian Americans as expressed in literature, fine arts, music, dance, drama, and architecture, using three major humanities themes: freedom, love, and nature.

**Prerequisites: ENGL 111 or ENSL 110**  
**Credit transferable: CSU, UC**  
**General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C, F**

**HUMA 40 INTRODUCTION TO FEMINIST THEORY**

**3 units • LG-P/NP • Three hours lecture**

This course encourages students to reflect on historical and present day social experiences of women and men through readings in feminist philosophy and theory. It engages 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 Gender and Women's Studies 40 and Philosophy 40; credit may be earned only once. May also be offered online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, F**

# Interdisciplinary Studies

## COURSE DESCRIPTIONS

**INDS 440 INTRODUCTION TO  
THE MONTEREY STATE HISTORICAL PARK**

**0 units • NC • Total hours: Thirty-one to one hundred fifty hours  
lab by arrangement**

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

## DEGREE

**Interior Design –**  
Associate in Arts (Career Technical)

## CERTIFICATE OF ACHIEVEMENT

**Interior Design** (Career Technical)

## CERTIFICATE OF TRAINING

**Interior Design - Green Interiors**

# Interior Design

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN ARTS DEGREE (Career Technical)

The Interior Design program is comprehensive and offers a professionally relevant curriculum that 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 program, students will be able to:

- Analyze client's needs, goals, and life safety requirements.
- Formulate preliminary design concepts that are aesthetic, appropriate, functional, and in accordance with codes and standards.
- Develop and present final design recommendations through appropriate presentation media.
- Communicate professionally with clients 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 of Achievement (Career Technical)

Certificate Requirements	Units
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**REQUIRED CORE:**

**Recommended sequence of courses:**

Beginning courses:	8
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DRAF 70	Drafting and Perspective (2)
INTD 50A	Introduction to Interior Design (3)
INTD 56	History of Interior Architecture and Furniture I (3)

Intermediate courses:	17
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DRAF 72A	Introduction to Computer-Aided Design (3)
INTD 51	Sustainable Environments (3)
INTD 54	Interior Materials and Finishes (3)
INTD 57	History of Interior Arch. and Furn. II (3)
INTD 59	Introduction to Kitchen and Bath Design (3)
INTD 61	Rendering and Perspective (2)

Advanced courses:	7.5
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INTD 62	Principles of Green Building Design (3)
INTD 70	Interior Design Studio (3)
INTD 84	Portfolio (1.5)

Courses that can be taken any time:	8
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INTD 15	Textiles (3)
INTD 52	Fundamentals of Lighting (2)
INTD 53	Color Theory and Application (1.5)
INTD 55	Business Practices (1.5)

Select three to four units from the following:	3-4
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ARPT 12A	Digital Photography I (3)
ARTB 2	Visual Fundamentals: 2-Dimensional Design (3)
ARTB 3	Visual Fundamentals: 3-Dimensional Design (3)
ARTG 11	Introduction to Photoshop (4)
DRAF 73	Building Information Modeling (3)
FACS 56	Life Management (3)
COOP 91.23	Interior Design Work Experience (1-3)

TOTAL CERTIFICATE UNITS	43.5-44.5
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### Associate in Arts Degree (Career Technical)

Associate Degree Major Requirements	Units
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Certificate Requirements (as described above)	43.5-44.5
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Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).

TOTAL DEGREE UNITS	60
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# Interior Design - Green Interiors

## CERTIFICATE OF TRAINING

The Green Interiors Certificate of Training is a segment of the program designed for students who want to pursue careers or specialize in sustainable or “green” design.

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

- Effectively communicate sustainable design solutions using a variety of visual presentation skills.
- Generate design solutions utilizing the appropriate sustainable practices.
- Research a variety of sustainable products and make appropriate selections based on given parameters such as climate, construction type, and client needs.

### Certificate of Training

Certificate Requirements		Units
INTD 51	Sustainable Environments	3
INTD 52	Fundamentals of Lighting	2
INTD 54	Interior Materials and finishes	3
INTD 62	Principles of Green Building Design	3
<b>Select two courses from the following:</b>		<b>5-6</b>
DRAF 72A	Introduction to Computer-Aided Design (3)	
DRAF 73	Building Information Modeling (3)	
INTD 61	Rendering and Perspective (2)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>16-17</b>

## COURSE DESCRIPTIONS

### INTD 15 TEXTILES

**3 units • LG-P/NP • Three hours lecture**

This course is a study of plant, animal, and manufactured fibers and fabrics, textile products, weaves, designs, and finishes.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

### INTD 50A INTRODUCTION TO INTERIOR DESIGN

**3 units • LG-P/NP • Three hours lecture**

This course is an introduction to the elements and principles of design, the interior design problem-solving process, and the interior design profession. Students work with the elements and principles of design, color, furniture arrangement and selection, floor plans, and materials and finishes selection.

**Advisories: ENGL 111**

**Credit transferable: CSU**

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

### INTD 51 SUSTAINABLE ENVIRONMENTS

**3 units • LG-P/NP • Three hours lecture**

This course addresses global design decisions related to environmental, social, cultural, economic and physiological needs. Students research and develop design solutions based on human factors, codes and environmental issues. Space planning and universal design are addressed.

**Advisories: DRAF 70; ENGL 111**

**Credit transferable: CSU**

### INTD 52 FUNDAMENTALS OF LIGHTING

**2 units • LG-P/NP • Two hours lecture**

Students explore residential and commercial lighting systems including concepts of sustainability, psychology, perception, color, lamps, luminaires and design. New technologies and energy conservation are emphasized.

**Advisories: DRAF 70; ENGL 111**

**Credit transferable: CSU**

### INTD 53 COLOR THEORY AND APPLICATION

**1.5 units • LG-P/NP • One and one-half hours lecture**

This course explores basic color theory and its application to interior design and other related fields. Cultural heritage and the psychological implication of color is addressed. Problem-solving to achieve increased satisfaction in living and working with color using basic color theory is emphasized.

**Advisories: ENGL 111**

**Credit transferable: CSU**

### INTD 54 INTERIOR MATERIALS AND FINISHES

**3 units • LG-P/NP • Three hours lecture**

Students analyze, apply, and evaluate the materials, finishes, and components of interior design and architecture with an emphasis on sustainability. Resources for products and finishes in walls, ceilings, floors, windows, and furniture are explored. This course is structured to give design students practical experience in measuring, estimating, and specifying. Topics covered include paint, wallpaper, floor coverings, walls, and window coverings. Finishing details and quality are emphasized.

**Advisories: INTD 50A; ENGL 111**

**Credit transferable: CSU**

### INTD 55 BUSINESS PRACTICES

**1.5 units • LG-P/NP • One and one-half hours lecture**

This course covers essential business procedures for interior designers, including contracts, fees, and business plans. This course also includes legal and ethical issues, project management, and business practices.

**Advisories: ENGL 111**

**Credit transferable: CSU**

**INTD 56 HISTORY OF INTERIOR ARCHITECTURE AND FURNITURE I****3 units • LG-P/NP • Three hours lecture**

This course covers the foundations of architecture and furniture styles of the world from antiquity to the early 1800s. Topics include social, cultural, political, and physical factors affecting the design and development of specific styles and periods – architecture, interior design, furniture, decorative arts, textiles, and ornamental design.

**Advisories: ENGL 111****Credit transferable: CSU****INTD 57 HISTORY OF INTERIOR ARCHITECTURE AND FURNITURE II****3 units • LG-P/NP • Three hours lecture**

This course covers the architecture and furniture styles of the world from 19th century to the present. Covers social, cultural, political and physical factors affecting the design and development of specific styles and periods. Includes Asian influences, minor art periods and decorative arts that have affected these styles.

**Advisories: DRAF 70; ENGL 111****ENSL 110 and 155****Credit transferable: CSU****INTD 59 INTRODUCTION TO KITCHEN AND BATH DESIGN****3 units • LG-P/NP • Three hours lecture**

This course includes analysis and application of the design process to kitchens and bathrooms. An overview of space planning, selection and specification of materials, finishes and specialized equipment is presented. Design solutions unique to changing family patterns and barrier-free needs of individuals are created.

**Advisories: DRAF 70; ENGL 111****Credit transferable: CSU****INTD 61 RENDERING AND PERSPECTIVE****2 units • LG-P/NP • One hour lecture; three hours lab**

This is a primer course in rendering and perspective drawing skills for the student of interior design. The course explores the various mediums and techniques available to graphically express design concepts in perspective, plan, elevation, and section. Students work by hand as well as with CAD programs such as Photoshop and SketchUp.

**Advisories: DRAF 70; ENGL 111****Credit transferable: CSU****INTD 62 PRINCIPLES OF GREEN BUILDING DESIGN****3 units • LG-P/NP • Three hours lecture**

This course is a series of lectures, case studies and design workshop projects that explore critical concepts of the current state of green building design. The specific design themes and case studies are to be actualized in the students' own design work. The course is appropriate for designers as well as homeowners and developers.

**Advisories: DRAF 70; INTD 61; ENGL 111****Credit transferable: CSU****INTD 70 INTERIOR DESIGN STUDIO****3 units • LG-P/NP • Three hours lecture**

This course offers an expanded design studio experience. Students develop, analyze and apply design concepts to instructor-supplied interior environments. Each student is involved in a residential project and a commercial project. Projects involve developing practical, creative concepts and specifying materials and components.

**Advisories: DRAF 70; INTD 50A; INTD 61; or ENGL 111****Credit transferable: CSU****INTD 84 PORTFOLIO****1.5 units • LG-P/NP • One hour lecture; two hours lab**

This is a culminating course for the Interior Design certificate program. Students compile a portfolio that includes such items as work philosophy, career goals, resume, work samples, letters of recommendation, and examples of community service, with a particular emphasis on work samples.

**Advisories: ENGL 111; and students need to have completed enough INTD courses to have at least five work samples to showcase in their completed portfolio**

**Credit transferable: CSU**

# International Studies

## COURSE DESCRIPTIONS

**INTL 1 INTRODUCTION TO GLOBAL STUDIES****3 units • LG-P/NP • Three hours lecture**

This course is an introduction to the interdisciplinary field of Global Studies, including the history of globalization and economic, political, social, cultural, and ecological developments related to the process of globalization.

**Advisories: ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area D****INTL 2 GLOBAL ISSUES****3 units • LG-P/NP • Three hours lecture**

This course introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics include population trends, economic development and inequality, basic human needs (for food, water health care), human rights, international conflict and security concerns, and environmental problems. The course also focuses on global governance, including the study of collective global responsibilities.

**Advisories: ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area D**



# Italian

## COURSE DESCRIPTIONS

### ITAL 1A ELEMENTARY ITALIAN I

**5 units • LG-P/NP • Five hours lecture**

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.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

### ITAL 1B ELEMENTARY ITALIAN II

**5 units • LG-P/NP • Five hours lecture**

This course offers further study of elementary Italian.

**Prerequisites:** ITAL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

# Japanese

## CERTIFICATE OF TRAINING

Japanese Language

# Japanese Language

## CERTIFICATE OF TRAINING

Students who study Japanese learn about the grammar of this popular language, and about the history and culture of the Japanese people. Students who receive a Certificate of Training in Japanese have demonstrated that they are familiar with and can communicate in Japanese and written Japanese at the intermediate-high level, including but not limited to being able to converse with native Japanese speakers about the present, past, and future; express emotions and opinions in appropriate situations; and understand the main ideas and key concepts of Japanese culture. This Certificate recognizes progress that students have made toward mastering Japanese and assist students who are seeking careers in a wide variety of fields (e.g., medicine, retail, education, etc.) that value multilingualism and/or cater specifically to Japanese and Japanese-American customers.

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

- Apply knowledge of Japanese to communicate at an intermediate-high level as defined by the American Council on the Teaching of Foreign Languages (ACTFL).
- Critically examine and comprehend the culture, values, and practices of Japanese people.

## Certificate of Training

Certificate Requirements		Units
JPNS 1A	Elementary Japanese I	5
JPNS 1B	Elementary Japanese II	5
JPNS 2A	Intermediate Japanese	5
<b>TOTAL CERTIFICATE UNITS</b>		<b>15</b>

## COURSE DESCRIPTIONS

### JPNS 1A ELEMENTARY JAPANESE I

**5 units • LG-P/NP • Five hours lecture**

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.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

### JPNS 1B ELEMENTARY JAPANESE II

**5 units • LG-P/NP • Five hours lecture**

This course offers further study of elementary Japanese.

**Prerequisites:** JPNS 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 6A; MPC, Area C

### JPNS 2A INTERMEDIATE JAPANESE

**5 units • LG-P/NP • Five hours lecture**

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.

**Prerequisites:** JPNS 1B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

### JPNS 90 INDEPENDENT STUDY

**.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit**

This course provides a framework for this academic discipline, which is 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.

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

**Credit transferable:** CSU

# Kinesiology

## DEGREE

**Kinesiology –**  
Associate in Arts for Transfer



# Kinesiology

## ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in Kinesiology for Transfer degree (AA-T in Kinesiology) program provides students an introduction to human movement and function. The program will allow the successful student to gain knowledge and skills necessary to undertake an upper division course of study in a number of areas including physical education/kinesiology, health science, and exercise physiology. The program serves students who will complete their education at MPC as well as prepare those who transfer into the CSU system to pursue a baccalaureate degree in Kinesiology or related major. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Assess how physical, social, emotional, and/or intellectual factors contribute to wellness and healthful living.
- Describe how biomechanics relates to physical activity, skill development and physical fitness.
- Assess the depth and breadth of kinesiology as an academic discipline and the career opportunities it may support.
- Identify how scientific studies such as anatomy and physiology contribute to the study of human movement.

### Associate in Arts for Transfer

Associate Degree Major Requirements	Units
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<b>REQUIRED CORE:</b>	<b>12</b>
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ANAT 1	Human Anatomy (2)
ANAT 2	Human Anatomy Lab (2)
PHED 40	Introduction to Kinesiology (3)
PHSO 1	Human Physiology (3)
PHSO 2	Human Physiology Lab (2)

**Movement-Based Courses:**

Select one course maximum from any three of the following areas: **3**

**Aquatics:**

PFIT 22A	Fitness Through Swimming I (1)
PFIT 22B	Fitness Through Swimming II (1)

**Combatives:**

PFIT 16A	Tai Chi I (1)
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**Dance:**

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 12A	Ballet I (1)
DANC 12B	Ballet II (1)
DANC 15A	Ethnic Dance Forms I (1)
DANC 15B	Ethnic Dance Forms II (1)

**Fitness:**

PFIT 2	Core Fitness Training (1)
PFIT 6	Cross-Training (1)
PFIT 7	Distance Training (1)
PFIT 8	Aerobic Conditioning (1)
PFIT 9	Personal Fitness (1)
PFIT 10A	Beginning Weight Training (1)
PFIT 10B	Intermediate Weight Training (1)
PFIT 15A	Core Matwork I (1)
PFIT 15B	Core Matwork II (1)
PFIT 17A	Yoga I (1)
PFIT 17B	Yoga II (1)
PFIT 18A	Aerobic Fitness I (1)
PFIT 18B	Aerobic Fitness II (1)
PFIT 20	Circuit Training (1)
PFIT 30A	Triathlon Training I (1)
PFIT 30B	Triathlon Training II (1)

**Individual Sports:**

PHED 2A	Golf I (1)
PHED 2B	Golf II (1)
PHED 2C	Golf III (1)

**Team Sports:**

PHED 15A	Volleyball I (1)
PHED 15B	Volleyball II (1)

Select two courses from the following: **7-9**

CHEM 1A	General Chemistry I (5)
HLTH 5	First Aid and CPR (3)
MATH 16	Elementary Statistics (4)
PHYS 2A	General Physics I (4)

**TOTAL MAJOR UNITS** **22-24**

**Associate Degree Requirements (as described above)** **22-24**

Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).

For Physical Education and Physical Fitness courses see pages 260-272.

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

# Law Enforcement Training Program

The application and registration process for the JPA classes are completed at the South Bay Regional Public Safety Training Consortium offices located on the Gavilan College campus in San Jose. Classes are open to the public. Most classes have prerequisites so please check the catalog or with South Bay to obtain specific class requirements. If you have questions about courses offered by the academy, or would like additional information about public safety career training, please call (408) 270-6458 or visit [www.theacademy.ca.gov](http://www.theacademy.ca.gov).

## COURSE DESCRIPTIONS

### LETP 130 DEVELOPING A PERSONAL PHILOSOPHY OF LEADERSHIP

**.5-1 unit • P/NP • Total hours: Seven and one-half to thirteen and one-half hours lecture; five and one-half to twenty-five**

This course is designed for sworn and non-sworn professionals in police and public safety organizations. It provides a critical component of a larger, multi-tiered system of leadership training that includes core values, learning activities, and formal professional education. Portions of instruction may be offered online; may also be offered fully online.

### LETP 132 ORGANIZATIONAL LEADERSHIP

**.5-4 units • P/NP • Total hours: Six to fifty-six hours lecture; thirty-four to sixty-four hours lab**

This course provides the participant with an opportunity to explore the leadership process within organizational settings. Students gain an understanding of the components and processes of a learning organization.

### LETP 140 PC 832 LAWS OF ARREST

**1 unit • LG • Total hours: Seventeen hours lecture; seven and one-half hours lab**

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST. Students learn professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does not include the firearms portion. (POST-certified)

### LETP 144A POST INTENSIVE BASIC ACADEMY I

**11 units • LG • Three and one-half hours lecture; twenty-two and one half hours lab**

This is the first in a series of two intensive courses of training certified by the Commission on Peace Officer Standards and Training to meet the statutory basic training requirements for Peace Officers. The course requires significant commitment in time and dedication. It requires both academic and physical skills in addition to extra motivation to endure the intensive agenda.

**Prerequisites:** Passing score on the POST Reading and Writing Comprehension Exam and the WSTB Physical Agility Exam

### LETP 144B POST INTENSIVE BASIC ACADEMY II

**11 units • LG • Three and one-half hours lecture; twenty-two and one-half hours lab**

This is the second in a series of two intensive courses of training certified by the Commission on Peace Officer Standards and Training to meet the statutory basic training requirements for Peace Officers. It covers the knowledge, skills, and abilities needed to exercise the power of California Peace Officer. It also covers concepts and issues of the criminal justice system, law, evidence, investigations, juvenile procedure, patrol, cultural diversity/discrimination, and community relations. The course requires a significant commitment in time and in statutory basic training requirements.

**Prerequisites:** Passing scores on WSTB Physical Agility exam and PELLETB Written exam

### LETP 145A POST BASIC ACADEMY III

**4 units • LG • Total hours: Twenty hours lecture; one hundred forty-four and one-half hours lab**

This 164-hour course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level III Reserve Peace Officers. This course, combined with a current PC 832 certificate and Level I and Level II certificates, meets the regular basic academy requirements of POST. Includes arrest and control, report writing, and vehicle stops.

**Prerequisites:** POST Reading and Writing Comprehension Exam

### LETP 145B POST BASIC ACADEMY MODULAR II

**8 units • LG • Total hours: Sixty-seven hours lecture; two hundred thirteen hours lab**

This 280-hour course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level II Reserve Peace Officers. This course, combined with Level I and Level III certificates, meets the regular basic academy requirements. Includes report writing, Controlled substance, laws of arrest, use of force, patrol techniques as well as additional POST learning domains.

**Prerequisites:** LETP 145A (or BAM Level III)

### LETP 145C POST BASIC ACADEMY I

**13 units • LG • Total hours: Sixty hours lecture; four hundred eighty-four hours lab**

This 544-hour course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level I Reserve Peace Officers. This course, combined with Level III and Level II certificates, meets the regular basic academy requirements.

**Prerequisites:** LETP 145A (or BAM III); LETP 145B (or BAM II)

## ADVANCED OFFICER TRAINING COURSE REQUIREMENTS

For the following advanced officer training courses, students will build upon their policing skills to include: Safe firearms handling, tactical shooting, tactical movement, arrest and control, ground fighting, chemical weapons, non-lethal weapons, Penal codes, Vehicle codes, Health & Safety codes, Welfare & Institution codes, and interpersonal communication. Students will receive a Pass/No Pass grade only. Participation in advanced officer training courses requires a prerequisite of completion of the following: Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction.

Approval of equivalent training is not a guarantee; state regulatory or licensing agencies will also grant equivalency. Prior to enrolling in these courses students must already be familiar with and be able to demonstrate all of the skills taught in a basic law enforcement academy. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. Contact South Bay Regional Public Safety Training Consortium for additional information.

### LETP 146 BASIC POLICE REQUALIFICATION COURSE

**3 units • LG • Total hours: Seventeen hours lecture;  
one hundred nineteen hours lab**

This 136-hour course expands upon fundamental principles, procedures, and techniques of law enforcement. The course is certified by the Commission on Peace Officer Standards and Training (P.O.S.T.) guidelines for Regular Basic course requalification requirements.

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.**

### LETP 180 CITIZEN'S ACADEMY

**.5-1 unit • P/NP • Total hours: Thirty-two to fifty hours lab**

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 or ENSL 110 and 155**

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.**

### LETP 203 ROBBERY INVESTIGATIONS

**1 unit • P/NP • Total hours: Seven and one-half hours lecture;  
thirty-two and one-half hours lab**

This course is designed to provide students with detailed instruction in investigating the broad spectrum of robbery, from commercial stores and banks to street muggings, residential invasions, and the "shakedowns" of youth and adults. The learning opportunities involve the students in examining active cases, interview and interrogation techniques, analyzing the elements and the evidence, and developing patterns that emerge during a robbery investigation.

**Prerequisites: POST Basic Certificate or equivalent**

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.**

### LETP 204 INVESTIGATION CORE

**2 units • P/NP • Total hours: Sixteen hours lecture;  
sixty-four hours lab**

The core course is designed to enhance the effectiveness of the individual criminal investigators skills in performing the multi-disciplined, multi-leveled tasks necessary to successfully conduct comprehensive criminal investigations. Instruction in this course is provided through a coordinated, experience-based adult learning approach which addresses crime scene management, interviewing and interrogation skills, search and seizure issues, search warrant preparation, surveillance techniques, case reporting, informant management, media relations, case reporting and courtroom testimony.

**Prerequisites: POST Basic Certificate or equivalent**

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.**

### LETP 205 OFFICER-INVOLVED SHOOTING AND DEATH INVESTIGATION

**1 unit • P/NP • Total hours: Eight and one-half hours lecture;  
thirty-one hours lab**

This course is designed for students who are assigned to investigate law enforcement-involved critical incidents, including officer-involved shootings, use-of-force incidents, and in-custody deaths. Topics include understanding stakeholders, lawful and unlawful force, physiological and psychological changes (human factors), administrative and criminal investigations, crime scene management, physical evidence, legal considerations and courtroom testimony, crime scene reconstruction, video forensics, taser incidents, excited delirium-related deaths, and contemporary critical incident case studies.

**Prerequisites: POST Basic Certificate or equivalent**

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.**

### LETP 207 HOMICIDE INVESTIGATION

**2 units • P/NP • Total hours: Eighteen hours lecture;  
sixty-two hours lab**

This course teaches students the highly specialized field of Homicide Investigation. It will cover the legal aspects of death investigation, homicide crime scene management, autopsy, psychological profiling, criminal psychology, laboratory work, and interview techniques.

**Prerequisites: POST Basic Certificate or equivalent**

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.**

### LETP 208 CHILD ABUSE INVESTIGATIONS

**1 unit • P/NP • Total hours: Eight and one-half hours lecture;  
thirty-one and one-half hours lab**

This course is an intensive study in causes, recognition, identification of abuse, neglect and sexual exploitation of children. Emphasis is placed on laws, procedure of handling cases, effective interviewing/investigative techniques, action/referral, and investigator stress management.

**Prerequisites: LETP 144A; POST Basic Certificate or equivalent**

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.**

**LETP 209 SEXUAL ASSAULT INVESTIGATION****1 unit • P/NP • Total hours: Eight hours lecture; thirty-two hours lab**

The course is designed to give students a balance between a police officer's duties in handling sexual assault cases and being sensitive to and aware of the victim's needs. Attention is given to the psychological as well as the physical trauma a rape victim encounters. The legal aspects of the case are also emphasized.

**Prerequisites: POST Basic Certificate or equivalent****Note: Please refer to Advanced Officer Training Course Requirements on page 220.****LETP 223 DRIVER TRAINING INSTRUCTOR****1 unit • P/NP • Total hours: Ten hours lecture; thirty hours lab**

This course teaches Peace Officers to train other officers as drivers. The course includes instruction in positive driving attributes in routine, code, and pursuit driving using driving demonstrations, hands-on practice, exercises, evaluation, and testing.

**Prerequisites: Hold a Basic POST or State Certificate****Note: Please refer to Advanced Officer Training Course Requirements on page 220.****LETP 224 DRIVER AWARENESS INSTRUCTOR****.5 unit • P/NP • Total hours: Seven hours lecture; twenty-six hours lab**

This course teaches Peace Officers to train other officers in Driver Awareness. It covers communications skills needed to deliver effective verbal and nonverbal training, teaching training styles, presentation skills, and basic driving principles.

**Prerequisites: POST Basic certificate or equivalent****Note: Please refer to Advanced Officer Training Course Requirements on page 220.****LETP 230 ADVANCED OFFICER COURSE****.5-3 units • P/NP • Total hours: 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. (POST Regulation 1005d)

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.****LETP 230.11 S.W.A.T.****.5-2 units - P/NP - Total hours: Three and one-half to eleven hours lecture; thirteen and one-half to sixty-nine hours lab**

This course is designed to provide instruction on special weapons team tactics including common SWAT responses, incident command structure, direct supervision of SWAT teams, legal aspects, on-scene demeanor, and use of correct terminology. It also conducts exercises in practical scenarios and problem solving simulations, psychological and physical aspects and considerations including general fitness, lifetime fitness, diet, and nutrition.

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.****LETP 230.15 DEFENSIVE TACTICS INSTRUCTOR****2 units - P/NP - Total hours: Eight and one-half hours lecture; seventy-one hours lab**

This course is designed to provide the defensive tactics instructor with technical and instructional skills needed to instruct in the areas of weaponless defense, impact weapons, and mechanics of arrest. It contains curriculum designed toward the integration of procedures, enabling an instructor to vertically address the entire use of force continuum, and laterally the law enforcement scenarios where use of force is an issue.

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.****LETP 231.26 MOUNTED PATROL UPDATE****.5 unit • P/NP • Total hours: Nine hours lecture OR thirty-two hours lab**

This course is designed to introduce advanced horsemanship, advanced tactical movements with horse and rider, and continuation of a variety of new sensory training and distraction training for mount and riders.

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.****LETP 231.93 RADAR TRAINING****.5 unit • P/NP • Total hours: Four hours lecture; twenty-one hours lab**

The course is designed to improve speed enforcement through the proper and efficient use of RADAR (Radio Detection and Ranging) and LIDAR (Light Detection and Ranging) speed-measuring devices. Topics include history and theory of RADAR, LIDAR, vehicle code, basic speed law, and use of stationary radar operation and video.

**Prerequisites: LETP 144A (or ADMJ 144A); POST Basic Police Academy, POST Basic Certificate, or equivalent****Note: Please refer to Advanced Officer Training Course Requirements on page 220.****LETP 231.95 OFFICER SAFETY - FIELD TACTICS****.5-1 unit • P/NP • Total hours: Eight and one-half to seventeen hours lecture; eight and one-half to twenty-three hours lab**

This course focuses on officer safety tactics and skills including basic field techniques of officer safety, defensive driving, firearms, arrest and control techniques and physical fitness. The course will examine contemporary and safe techniques and physical fitness. The course will examine contemporary and safe techniques, legal mandates and new laws relative to each topic.

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.****LETP 232 ADVANCED PEACE OFFICER TRAINING****.5-1 unit • P/NP • Total hours: Six to nine hours lecture; ten to forty-five hours lab**

This course covers a series of topics designed to provide updated training in arrest and control techniques, racial profiling, legal updates, defensive tactics, and domestic violence. This training meets the requirements of the California Commission of Peace Officer Standards and Training.

**Note: Please refer to Advanced Officer Training Course Requirements on page 220.**

**LETP 232.4 ADVANCED PEACE OFFICER TRAINING:  
S.W.A.T. UPDATE**

*.5-2 units • P/NP • Total hours: Six to twenty hours lecture;  
ten to fifty-seven hours lab*

This course is designed to enhance and build on skills of established Special Response teams and members. It offers instruction on firearms, tactics, decision making, tactical medical considerations, rappelling, and communication exercises.

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 232.31 ADVANCED PEACE OFFICER TRAINING:  
ADVANCED S.W.A.T. 40 HOURS**

*1 unit • P/NP • Total hours: Nine hours lecture; thirty-one hours lab*

This course is designed for students who have tactical responsibility. The course addresses the employment of S.W.A.T. teams, snipers, negotiators, containment, command posts, and other special operations resources for barricaded suspect, hostage situations, warrant service, and other high-risk incidents. Training using an extensive model city, videotapes, mock command posts, and role-playing during simulated high-risk situations.

**Prerequisites:** POST Basic Certificate or equivalent

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 233.2 BASIC S.W.A.T. – 80 HOURS**

*2 units • P/NP • Total hours: Seventeen hours lecture;  
sixty-three hours lab*

This course meets the training requirements of the California Commission on Peace Officer Standards and Training (P.O.S.T.). It is designed to prepare students for the demands of departmental special teams (e.g., SWAT, SRT, ERT, MERGE). The course topics include arrest and control techniques, communication and negotiation strategies, baton use and qualification courses on firearms and tactical combat shooting. The 80-hour course includes more time spent on each tactical maneuver. (P.O.S.T. certified.)

**Advisories:** LETP 144A

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 233.3 S.W.A.T. TEAM LEADER**

*1 unit • P/NP • Total hours: Fourteen and one-half hours lecture;  
thirty-three and one-half hours lab*

This course covers a series of topics designed to train currently employed law enforcement officials to become S.W.A.T. team leaders. This training meets the requirements of the Commission of Peace Officer Standards and Training. (POST-certified)

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 233.4 ADVANCED S.W.A.T. TEAM LEADER**

*.5 unit • P/NP • Total hours: Five and one-half hours lecture;  
forty-two and one-half hours lab*

This course covers a series of topics designed for new or current S.W.A.T. team leaders and assistant S.W.A.T. team leaders. This training meets the requirements of the Commission of Peace Officer Standards and Training. (POST-certified)

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 233.7 DEFENSIVE TACTICS INSTRUCTOR**

*2 units • P/NP • Total hours: Twenty hours lecture; sixty hours lab*

This 80-hour course meets the training requirements of the Commission on Peace Officers Standards and Training (POST). It covers control techniques, weapon retention, legal issues, and additional topics designed to provide training for students to become instructors in defensive tactics. (POST-certified)

**Prerequisites:** Successful completion of the POST Basic Police Academy, POST Basic Certificate, or equivalent

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 233.8 DEFENSIVE TACTICS INSTRUCTOR UPDATE**

*.5 unit • P/NP • Total hours: Three hours lecture;  
twenty-one hours lab*

This course covers a series of topics designed to provide updates for the working instructor in the area of defensive tactics. This training meets the requirements of the Commission of Peace Officer Standards and Training. (POST-certified)

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 233.10 TACTICAL OPERATION DISPATCHER**

*1 unit • P/NP • Total hours: Ten and one-half hours lecture;  
twenty-nine and one-half hours lab*

This course is designed to provide Public Safety Dispatchers with the operational skills to function as an integral participation in support of high-risk field operations. This training meets the requirements of the Commission of Peace Officer Standards and Training. (POST-certified)

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 234 ADVANCED OFFICER SKILLS I**

*.5-1 unit • P/NP • Total hours: Six to ten hours lecture;  
ten to thirty hours lab*

This course is designed to provide a mechanism whereby students may insure that the necessary new skills and communication techniques and those previously learned skills are maintained and reinforced. This course satisfies Advanced Officer Training requirements from the Commission on Peace Officer Standards and Training (POST). This is a pass/no pass course. Repetition of this course is necessary for a student to meet legally mandated training.

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 236 ADVANCED OFFICER SKILLS II**

*.5-1 unit • P/NP • Total hours: Eight hours lecture; eight to thirty-two hours lab*

This course provides agency discretionary training and/or required mandated training according to the Commission on Peace Officer Standards and Training (POST), the Correction Standards Authority (CSA), or other regulatory agencies. Related topics include state/legislatively mandated training, perishable skills, first aid/CPR, and officer safety skills. This course is certified to meet continuing professional training standards prescribed by POST.

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 240.25 SUPERVISORY UPDATE**

*.5-1 unit • P/NP • Total hours: Nine to seventeen hours lecture; fifteen to twenty-three hours lab*

This course provides law enforcement and correctional supervisors the opportunity to develop and refine their leadership skills. The course is updated regularly for currency according to POST and the California Corrections Standard Authority.

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 240.47 DRUG TRAFFIC INTERDICTION**

*.5 unit • P/NP • Total hours: Eight hours lecture by arrangement; sixteen hours lab by arrangement*

This course outlines programs and techniques used to teach students how to develop partnerships with the business community in identifying violators who use legitimate businesses to facilitate narcotic trafficking.

**Prerequisites:** POST Basic Certificate or equivalent

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 242 PEACE OFFICER ASSOCIATION TRAINING**

*.5-12 units • P/NP • Total hours: 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 variable-hour course is designed as a symposium. Topics are designed for the education and training of students employed by criminal justice agencies and/or seeking employment.

**Advisories:** POST Basic Certificate or equivalent

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 245 FIELD TRAINING PROGRAM**

*12-26 units • P/NP • Total hours: Sixty-eight to one hundred forty-eight hours lecture; four hundred eight to eight hundred ninety-three hours lab*

This variable-hour practicum course introduces employees to the job requirements of the law enforcement officer including legal aspects, procedures, policies and agency protocols. The course provides necessary training, supervision and performance assessment of a California law enforcement officer-trainee including legal standards, community expectations, agency protocols, and calls for service. Students are supervised by an approved field training officer or designated supervisor throughout the course. This course meets minimum certification standards required by the California Commission on Peace Officer Standards and Training (POST) and is mandated for all California peace officers according to POST regulation. For non-POST agencies, the course may be certified as determined by the agency.

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 246 INTERMEDIATE FIELD TRAINING**

*4 units • P/NP • Total hours: Two hundred four hours lab*

This is the second course in a three-part series. This course provides participants with the information and skills needed to complete their duties as a police officer. Course information is presented in the classroom and in the field.

**Prerequisites:** POST Basic Certificate

**Advisories:** LETP 245

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 247 ADVANCED FIELD TRAINING**

*4 units • P/NP • Twelve hours lab*

This course is the third in a three-part series. 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.

**Prerequisites:** POST Basic Certificate or equivalent

**Advisories:** LETP 246

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 248 SURVEILLANCE TECHNIQUES**

*1 unit • P/NP • Seven and one-half hours lecture; twenty-eight hours lab*

This course covers basic surveillance techniques including radio traffic and point position and allows class participants to practice these techniques to improve their surveillance skills. This course is P.O.S.T. (Commission on Peace Officer Standards and Training) certified.

**Prerequisites:** POST Basic Certificate or equivalent

**Note:** Please refer to **Advanced Officer Training Course Requirements on page 220.**

**LETP 250 ARREST AND CONTROL/DRIVING (PSP)**

*.5 unit • P/NP • Total hours: Four to eight hours lecture; twelve to fifteen hours lab*

This variable 16-to-23-hour course is designed to meet Peace Officer Standards and Training (POST) requirements for the Perishable Skills Program. Students receive training in courses such as driver training, arrest and control, tactical communication, and firearms. (POST-certified)

**Advisories:** California Peace Officer status or equivalent  
**Note:** Please refer to Advanced Officer Training Course Requirements on page 220.

**LETP 254 DISPATCH FIELD TRAINING PROGRAM**

*3-26.5 units • P/NP • Total hours: Forty to two hundred hours lecture; forty to seven hundred sixty hours lab*

This variable-hour course is certified by the Commission on Peace Officers Standards and Training (POST). It provides a training continuum that integrates the acquired knowledge and skills from the Dispatcher Academy with practical application, assisting the trainer in preparing the trainee to adequately and safely serve both the agency and the public. The course covers basic skills, tasks, and information that the agency expects the dispatchers to know and perform. (POST-certified)

**Note:** Please refer to Advanced Officer Training Course Requirements on page 220.

**LETP 255 PUBLIC SAFETY DISPATCH**

*3 units • P/NP • Total hours: Seventeen hours lecture; one hundred three hours lab*

This course is designed to provide necessary and required continuing professional training to public safety dispatchers as required by The Commission on Peace Officer Standards and Training (P.O.S.T.). It covers radio procedures, radio systems, telephone procedures, call taking, legal updates, call taking, available resources, officer safety considerations, and emergency dispatching and prioritization techniques. The course is P.O.S.T. certified.

**Advisories:** Eligibility for ENGL 1A  
**Note:** Please refer to Advanced Officer Training Course Requirements on page 220.

**LETP 260 BACKGROUND INVESTIGATOR**

*.5 unit • P/NP • Total hours: Twelve hours lecture; eight hours lab*

This is a Peace Officer Standards and Training (POST) certified course designed to provide students with the skills to be accomplished in background investigations. Students study the fundamentals of background investigation, interviewing, the use of psychological screening, polygraphs, legal aspects of background investigation, and verbal/non-verbal communication. (POST-certified)

**Note:** Please refer to Advanced Officer Training Course Requirements on page 220.

**LETP 280.1 SUPERVISOR COURSE**

*2 units • P/NP • Total hours: Seventeen hours lecture; sixty-three hours lab*

This course emphasizes the basic elements of supervision and how they may be applied to police work. Essentials of good leadership, understanding of the basic needs of human beings, ways to stimulate subordinates to better performance, and conflict resolution are the contents of the course, as outlined by the Commission on Peace Officer Standards and Training (P.O.S.T.). It is designed for new sergeants.

**Note:** Please refer to Advanced Officer Training Course Requirements on page 220.

**LETP 280.2 FIELD TRAINING OFFICER**

*1 unit • P/NP • Total hours: Six hours lecture; thirty-four hours lab*

This 40-hour course develops proficiency in adult learning theory, evaluation and documentation, leadership, remedial training, and other skills necessary to become a qualified Field Training Officer. This course meets minimum California Commission on Peace Officer Standards and Training requirements for Field Training Officers and follows the guidelines and standards under 832.3 of the Penal Code. (POST-certified)

**Prerequisites:** POST Basic Certificate or equivalent  
**Note:** Please refer to Advanced Officer Training Course Requirements on page 220.

**LETP 280.3 FIELD TRAINING OFFICER UPDATE**

*.5 unit • P/NP • Total hours: Nine hours lecture; fifteen hours lab*

This course provides students with updated information to include role and responsibility of the Field Training Officer, legislative and training updates, principles of learning, and standards of documentation and remediation. The course examines state-mandated update training required by the Commission of Peace Officer Standards and Training (POST). This course satisfies the state requirements for triennial certification of the FTO according to POST.

**Prerequisite:** LETP 280.2  
**Note:** Please refer to Advanced Officer Training Course Requirements on page 220.

**LETP 290 INSTRUCTOR DEVELOPMENT**

*.5-1 unit • P/NP • Total hours: Five to twelve hours lecture; ten to thirty hours lab*

This Peace Officers Standards and Training (POST)-certified 8- to 40-hour course is designed to provide instruction for POST Academy instructors in adult learning principles, including instructional planning skills, presentation techniques, and facilitation techniques. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** POST Certified basic law enforcement academy or equivalent as determined by the Dean of Academy Instruction.  
**Note:** Approval of equivalent training is not a guarantee state regulatory or licensing agencies with also grant equivalency. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity Leadership, Professionalism, and Ethics.  
**Note:** Please refer to Advanced Officer Training Course Requirements on page 220.



# Learning Skills

## COURSE DESCRIPTIONS

### LNSK 306 STRATEGIES FOR ATTENTION DEFICIT DISORDER

**2 units • P/NP • Two hours lecture**

This course provides instruction in developing and applying compensatory strategies for attention/concentration and organizational problems for students with attention deficits and/or learning disabilities. The class assists students in developing skills necessary to succeed in classes and/or employment. May be repeated based on Title 5, Section 56029 specifications.

### LNSK 320 INTRODUCTORY COMPUTER SKILLS LAB

**1 unit • P/NP • Three hours lab**

This course is an introductory computer skills lab providing instruction for students with disabilities to develop basic computer competency and word processing skills, e-mail usage, and Internet skills. May be repeated based on Title 5, Section 56029 specifications.

### LNSK 325 ASSISTIVE TECHNOLOGY APPLICATIONS

**1 unit • P/NP • Three hours lab**

This course is an introduction to assistive technology applications for students with disabilities and includes instruction in voice recognition, screen reading, screen magnification, text-to-speech software, and ergonomic applications. Emphasis in the class is on using assistive technology to complete college coursework, prepare for employment, and/or promote independence. May be repeated based on Title 5, Section 56029 specifications.

### LNSK 330 LEARNING STYLES EXPLORATION

**.5 unit • P/NP • One-half hour lecture by arrangement**

This course is designed to assist students in identifying and understanding learning inefficiencies. The assessments administered provide students with information about specific academic and cognitive strengths and weaknesses, learning styles, and potential eligibility for services. May be repeated based on Title 5, Section 56029 specifications.

### LNSK 331A LEARNING STRATEGIES LAB

**1 unit • P/NP • Three hours lab**

This course offers prescriptive instruction for students with disabilities requiring specialized assistance. The topics include instruction in the development of basic skills, learning strategies and the use of specialized software programs. May be repeated based on Title 5, Section 56029 specifications.

### LNSK 331B READING SKILLS DEVELOPMENT LAB

**1 unit • P/NP • Three hours lab**

This lab provides prescriptive reading instruction and strategies for students with disabilities. The focus is on the development of a process-based approach to reading with a computer emphasis. The course is designed for students enrolled in LNSK 332. May be repeated based on Title 5, Section 56029 specifications.

### LNSK 331C WRITING STRATEGIES LAB

**1 unit • P/NP • Three hours lab**

This lab provides prescriptive writing instruction and strategies for students with disabilities. Emphasis is on development of a process based writing approach and use of technology tools to facilitate writing. This course is designed for students enrolled in LNSK 333 and to support students with application of strategies and tools in college courses. May be repeated based on Title 5, Section 56029 specifications.

### LNSK 331E THINKING AND REASONING STRATEGIES LAB

**1 unit • P/NP • Three hours lab**

This course is designed for development and application of cognitive strategies to improve critical thinking skills. Focus is on enhancing attention, memory, information processing speed, logic and reasoning skills. There is an emphasis on self-awareness of personal learning strengths and weaknesses. May be repeated based on Title 5, Section 56029 specifications.

### LNSK 331F SELF-ADVOCACY STRATEGIES LAB

**1 unit • P/NP • Three hours lab**

This course instructs students with disabilities in the skills required to be successful self-advocates, such as knowledge of disability laws, awareness of individual strengths and weaknesses as they relate to functional limitations, utilization of resources and communication skills. May be repeated based on Title 5, Section 56029 specifications.

### LNSK 331G AUDITORY PROCESSING STRATEGIES LAB

**2 units • P/NP • Six hours lab**

This course provides prescriptive instruction for students with disabilities requiring specialized assistance in order to pursue regular courses. It focuses on development of a process-based approach to auditory processing, attention/focus, and communication skills with an emphasis on the utilization of specialized equipment. It is designed to support students in any class requiring verbal and/or written communication skills. May be repeated based on Title 5, Section 56029 specifications.

### LNSK 332 READING SKILLS DEVELOPMENT

**2 units • P/NP • Two hours lecture**

This course is designed to develop basic reading skills for students with learning disabilities, using a multi-sensory approach to reading. May be repeated based on Title 5, Section 56029 specifications.

### LNSK 333 WRITING SKILLS DEVELOPMENT

**2 units • P/NP • Two hours lecture**

This course provides basic writing skills instruction for students with disabilities to develop grammar, sentence construction, paragraph development, and short essay organization skills using a multi-sensory process approach. Emphasis is on examination of personal learning strengths/weaknesses in written expression and reduction of anxiety related to the writing experience. May be repeated based on Title 5, Section 56029 specifications.

**LNSK 341A BEGINNING READING STRATEGIES LAB****1 unit • P/NP • Three hours lab**

This lab provides beginning reading instruction and strategies for students with disabilities. Emphasis is on a structured approach to reading comprehension and use of technology tools to enhance vocabulary skills and comprehension. May be repeated based on Title 5, Section 56029 specifications.

**LNSK 341B INTERMEDIATE READING STRATEGIES****1 unit • P/NP • Three hours lab**

This lab provides prescriptive reading instruction and strategies for students with disabilities. Emphasis is on application of reading strategies and use of technology tools to facilitate reading comprehension. This course is designed to support students with application of strategies and tools in college courses. May be repeated based on Title 5, Section 56029 specifications.

**LNSK 342A BEGINNING WRITING STRATEGIES LAB****1 unit • P/NP • Three hours lab**

This lab provides beginning writing instruction and strategies for students with disabilities. Emphasis is on the introduction of a process based approach to writing and use of technology tools to facilitate writing skills. May be repeated based on Title 5, Section 56029 specifications.

**LNSK 342B INTERMEDIATE WRITING STRATEGIES LAB****1 unit • P/NP • Three hours lab**

This lab provides prescriptive writing instruction and strategies for students with disabilities. Emphasis is on a process-based writing approach and use of technology tools to facilitate writing skills. This lab is designed to support students with application of strategies and tools in college courses. May be repeated based on Title 5, Section 56029 specifications.

**LNSK 343A BEGINNING MATH STRATEGIES LAB****1 unit • P/NP • Three hours lab**

This lab offers beginning mathematics instruction and strategies for students with disabilities. Emphasis is on the introduction of basic math skills and the use of assistive technology to facilitate development of these skills. May be repeated based on Title 5, Section 56029 specifications.

**LNSK 343B INTERMEDIATE MATH STRATEGIES LAB****1 unit • P/NP • Three hours lab**

This lab offers prescriptive mathematics instruction and strategies for students with disabilities. Emphasis is on use of technology to facilitate development of math skills. This lab is designed to support students with application of strategies and tools for college algebra courses. May be repeated based on Title 5, Section 56029 specifications.

**LNSK 347A BEGINNING ASSISTIVE TECHNOLOGY PROJECTS****1 unit • P/NP • Three hours lab**

Students work on individualized projects with appropriate assistive technology under the supervision of an instructor. The emphasis is on building fundamental technology skills. May be repeated based on Title 5, Section 56029 specifications.

**LNSK 347B INTERMEDIATE ASSISTIVE TECHNOLOGY PROJECTS****1 unit • P/NP • Three hours lab**

Students work on individualized projects with appropriate assistive technology under the supervision of an instructor. The emphasis is on extending technology skills and the introduction of applications necessary to complete college coursework, prepare for employment, complete employment-related projects, and/or promote independence. May be repeated based on Title 5, Section 56029 specifications.

**LNSK 352 THINKING AND REASONING SKILLS****2 units • P/NP • Two hours lecture**

This course is designed to provide instruction in basic critical thinking skills and reasoning strategies. It includes the development of cognitive strategies to enhance attention, memory, categorization, association, logic and reasoning. There is an emphasis on self-awareness of personal learning strengths and weaknesses related to the student's disability and the ability to select and apply specific techniques and strategies to facilitate learning. May be repeated based on Title 5, Section 56029 specifications.

**LNSK 410 JOB READINESS****0 units • NC • Five to twenty hours lab by arrangement**

This course is designed to assist students with disabilities in off-campus special programs to prepare for, enter into, and retain entry-level work. The class focuses on work skills, on-the-job relationships, job retention skills, and the use of computers and other assistive technologies used in the workplace.

# Library Services

## COURSE DESCRIPTIONS

**LIBR 50 INTRODUCTION TO LIBRARY AND RESEARCH SKILLS****1 unit • LG-P/NP • Three hours lab**

Satisfies the MPC Information Competency Graduation Requirement. This 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, and online catalogs, as well as materials traditionally located in the library. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU, UC**

# Linguistics

## CERTIFICATE OF TRAINING

### Linguistics

# Linguistics

## CERTIFICATE OF TRAINING

Linguistics is the science of language. Students who receive a Certificate of Training in Linguistics have demonstrated that they are familiar with and can apply linguistic principles in the analysis of syntax, phonology, historical linguistics, discourse analysis, and sociolinguistics.

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

- Apply linguistic principles to the analysis of written and spoken language.
- Critically examine and comprehend human nature and behavior, social traditions, and institutions.

### Certificate of Training

Certificate Requirements	Units
<i>Select fifteen units from the following:</i>	<b>15</b>
LING 10 Foundations of Language (3)	
LING 15 Introduction to Linguistics (3)	
LING 25 Introduction to Language and Gender (3)	
LING 30 Introduction to the History of the English Language (3)	
LING/ETNC 45 Introduction to Language and Society (3)	
LING 46 Introduction to Psycholinguistics (3)	
LING 49 Introduction to Discourse Analysis (3)	
LING 50 Introduction to Standard American English (3)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>15</b>

## COURSE DESCRIPTIONS

### LING 10 FOUNDATIONS OF LANGUAGE

**3 units • LG-P/NP • Three hours lecture; one hour lab**

This course facilitates language teaching, learning, interpreting, and the understanding of the structure and nature of language. Students analyze English, with opportunities to compare it to a language of their choice. Language acquisition, processing, production, the language instinct, and the similarity and universality among the world's languages are discussed. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### LING 15 INTRODUCTION TO LINGUISTICS

**3 units • LG-P/NP • Three hours lecture**

This course introduces students to the science of language, focusing on its role in social interaction, identity, and world view. First- and second- language acquisition, sign language, writing, gendered language, dialects, and language change are also examined. May also be offered online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D**

### LING 25 INTRODUCTION TO LANGUAGE AND GENDER

**3 units • LG-P/NP • Three hours lecture**

This course examines the linguistic differences associated with gender and how these differences affect the speaker's identity and cultural roles. Opportunities for analyzing and discussing language in terms of gender are provided. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, E1, F**

### LING 30 INTRODUCTION TO THE HISTORY OF THE ENGLISH LANGUAGE

**3 units • LG-P/NP • Three hours lecture**

This course traces the linguistic history of English from its Indo- European roots to its current status as a global language. Students are introduced to the historical events, the languages, and the structural changes that have shaped English into its present form. May also be offered online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D**

### LING 35 INTRODUCTION TO NONVERBAL COMMUNICATION

**3 units • LG-P/NP • Three hours lecture**

Of all human communication, 70% or more is nonverbal. This course introduces the biological and environmental roots of nonverbal communication and how the body, face, eyes, voice, movement, distance, and time are used to communicate without words. The role of nonverbal communication in forming and maintaining personal and non-personal relationships, establishing one's identity in society, and deception are presented. Methods of nonverbal communication research are also introduced. Also offered as Communication Studies 35; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

**General Ed. Credit: CSU, Area D; MPC, Area C, D, E1**

**LING 45 INTRODUCTION TO  
LANGUAGE AND SOCIETY****3 units • LG-P/NP • Three hours lecture**

This course examines the interaction of language with society and the individual and how language establishes power, ethnicity, gender, and social identity. Students are also introduced to linguistic diversity in U.S. society today and methodology for sociolinguistic analysis of conversations. Also offered as Ethnic Studies 45; credit may be earned only once. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4;  
MPC, Area C, D, F****LING 46 INTRODUCTION TO THE  
PSYCHOLOGY OF LANGUAGE****3 units • LG-P/NP • Three hours lecture**

This course is an introduction to the field of psycholinguistics. Topics include how children acquire language; how people speak, read and understand language; and how language is processed and represented in the brain. The biological and cultural foundations for language are also presented. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4;  
MPC, Area C, D****LING 49 INTRODUCTION TO DISCOURSE ANALYSIS****3 units • LG-P/NP • Three hours lecture**

This course introduces theories and methodologies for the study of human discourse, or language in use. Discourse history, assumptions and principles, verbal and nonverbal communication, as well as society and culture's roles in a variety of discourse genres are discussed. Opportunities to analyze both spoken and written discourse are offered. May also be offered online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: MPC, Area A2, C, D****LING 50 INTRODUCTION TO  
STANDARD AMERICAN ENGLISH****3 units • LG-P/NP • Three hours lecture**

This course presents the spoken and written English used by schools, business, and the media, in the U.S. today. This course is designed for native speakers of other English dialects, native speakers of other languages, and those wishing to become more fluent with this main-stream form of English to increase their educational and employment success. May also be offered online.

**Credit transferable: CSU****General Ed. Credit: MPC, Area C, D, E2**

# Massage Therapy

## DEGREE

Massage Therapy – Associate in Science (Career Technical)

## CERTIFICATE OF ACHIEVEMENT

Massage Therapy (Career Technical)

## CERTIFICATE OF TRAINING

Massage Practitioner

Massage Therapist

For more information about the Massage Practitioner, Massage Therapist, and Massage Therapist-Advanced certificates issued by the Massage Therapy Program, please see the Massage Therapy Program web pages: <http://www.mpc.edu/academics/academic-divisions/physical-education/massage-therapy>

# Massage Therapy

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

The Massage Therapy Program prepares students for careers as massage therapists, and allows students to apply for certification from California Massage Therapy Council. Students pursuing continuing education or personal enrichment are welcome.

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

- Integrate anatomy, physiology, kinesiology, pathology, indications, contraindications, and client intake information to plan safe and effective massage treatments.
- Use proper body mechanics and appropriate draping techniques.
- Communicate effectively with clients.

## Certificate of Achievement (Career Technical)

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>21</b>
ANAT 5 Basic Human Anatomy and Physiology (4)	
HLTH 5 First Aid and CPR (3)	
MASS 82 Therapeutic Massage I (4)	
MASS 83 Therapeutic Massage II (4)	
MEDA 105 Medical Terminology (4)	
PFIT 63 Fitness Anatomy and Kinesiology (2)	
<b>Select at least two units from the following:</b>	<b>2-4</b>
MASS 180A Massage Lab I (1-2)	
MASS 180B Massage Lab I (1-2)	

**Select one course from the following:** 3

- PSYC 1 General Psychology (3)
- PSYC 40 Human Sexuality (3)
- PSYC 50 Health Psychology (3)

**Select three units from the following:** 3

- BUSI 44 Introduction to Business Ownership/Management (3)
- HLTH 4 Healthy Living (3)
- NUTF 1 Nutrition (3)
- PFIT 2 Core Fitness Training (1)
- PFIT 6 Cross-Training (1)
- PFIT 8 Aerobic Conditioning (.5-1)
- PFIT 9 Personal Fitness (1)
- PFIT 10A Beginning Weight Training (.5-1)
- PFIT 14 Exercise for Health and Fitness (.5)
- PFIT 15A Core Matwork I (.5-1)
- PFIT 16A Tai Chi I (.5-1)
- PFIT 17A Yoga I (.5-1)
- PFIT 18A Aerobic Fitness I (.5-1)
- PFIT 19A Body Sculpting I (.5)
- PFIT 20 Circuit Training (1)
- PFIT 21A Flexibility and Relaxation Techniques I (.5)
- PFIT 22A Fitness Through Swimming I (1)
- PFIT 30A Triathlon Training I (1)
- PFIT 50 Independent Fitness/Testing Program (1)
- PFIT 51 Fitness and Wellness Strategies (2)
- PFIT 60 Fitness Exercise Physiology (1)
- PFIT 92 Teaching Aide - Physical Fitness (1)

**TOTAL CORE CERTIFICATE UNITS 29-31**

**Select one of the following Options (one Option is required but both may be taken if desired): 2-7**

**Sports Massage Option: (both courses are required)**

- MASS 84 Sports Massage (2)
- PHED 41 Prevention and Care of Athletic Injuries (3)

**Clinical Massage Option:**

- MASS 85 Clinical Massage (2)

**TOTAL CERTIFICATE UNITS 31-38**

## Associate in Science Degree (Career Technical)

**Associate Degree Major Requirements Units 31-38**

Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).

**TOTAL DEGREE UNITS 60**

# Massage Practitioner

## CERTIFICATE OF TRAINING

The Massage Practitioner Certificate of Training prepares students for entry-level employment in a variety of settings, including health-care facilities, spas, and private practice. The Certificate allows students to work only in municipalities and businesses that do not require certification by California Massage Therapy Council.

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

- Apply basic knowledge of anatomy, kinesiology, pathology, indications, contraindications, and client intake information to provide safe and effective massage treatments.
- Use proper body mechanics and appropriate draping techniques.
- Communicate effectively with clients.

### Certificate of Training

Certificate Requirements		Units
PFIT 63	Fitness Anatomy and Kinesiology	2
MASS 82	Therapeutic Massage I	4
MASS 83	Therapeutic Massage II	4
MASS 180A	Massage Lab 1	1
<b>TOTAL CERTIFICATE UNITS</b>		<b>11</b>

# Massage Therapist

## CERTIFICATE OF TRAINING

The Massage Therapist Certificate of Training prepares students for employment in a variety of settings, including health-care facilities, spas, and private practice.

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

- Integrate anatomy, physiology, kinesiology, pathology, indications, contraindications, and client intake information to provide safe and effective massage treatments.
- Use proper body mechanics and appropriate draping techniques.
- Communicate effectively with clients.

### Certificate of Training

Certificate Requirements		Units
<b>REQUIRED CORE:</b>		<b>13</b>
ANAT 5	Basic Human Anatomy and Physiology (4)	
MASS 82	Therapeutic Massage I (4)	
MASS 83	Therapeutic Massage II (4)	
MASS 180A	Massage Lab 1 (1)	

Select one option from the following: 4

#### Option 1

PFIT 63 Fitness Anatomy and Kinesiology (2)

Select one course from the following:

MASS 84 Sports Massage (2)

MASS 85 Clinical Massage (2)

#### Option 2

MASS 84 Sports Massage (2)

MASS 85 Clinical Massage (2)

**TOTAL CERTIFICATE UNITS 17**

## COURSE DESCRIPTIONS

(Formerly known as PFIT Courses.)

### MASS 82 THERAPEUTIC MASSAGE I

4 units • LG-P/NP • Two hours lecture; six hours lab

This course is an introduction to the theory and practice of massage therapy, including various techniques, body mechanics, draping, ethics, contraindications, medical terminology, and communication skills.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

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

### MASS 83 THERAPEUTIC MASSAGE II

4 units • LG-P/NP • Two hours lecture; six hours lab

This course is a continuation of Massage 82. It includes additional massage techniques, palpation and assessment skills, planning and treatment protocols, pathology, business practices, and professional ethics.

**Prerequisites:** MASS 82 (or PFIT 82); or massage training equivalent in content and hours to MASS 82 (or PFIT 82)

**Credit transferable:** CSU

### MASS 84 SPORTS MASSAGE

2 units • LG-P/NP • One hour lecture; three hours lab

This course includes various techniques that can enhance performance, reduce pain, speed recovery from injury, and increase mobility in athletes and active people.

**Prerequisites:** MASS 82 (or PFIT 82); or massage training equivalent in content and hours to MASS 82 (or PFIT 82)

**Credit transferable:** CSU

### MASS 85 CLINICAL MASSAGE

2 units • LG-P/NP • One hour lecture; three hours lab

This course covers the use of various techniques to evaluate and treat myofascial pain and dysfunction and other soft tissue injuries.

**Prerequisites:** MASS 82 (or PFIT 82); or massage training equivalent in content and hours to MASS 82 (or PFIT 82)

**Credit transferable:** CSU

**MASS 180A MESSAGE LAB I**

***1-2 units • P/NP • Three hours lab per week for each unit of credit***

This course allows students to practice basic massage skills and learn business skills while in a supervised setting that simulates a professional massage business. May be taken for a maximum of two units.

**Prerequisites:** Massage training similar in content and hours to MASS 82 (or PFIT 82)

**Prerequisites or corequisites:** MASS 82 (or PFIT 82)

**MASS 180B MESSAGE LAB II**

***1-2 units • P/NP • Three hours lab per week for each unit of credit***

Course includes mentoring students in MASS 180A, refining and integrating massage skills, and conducting all business activities necessary for operation of lab. May be taken for a maximum of two units.

**Prerequisites:** MASS 180A (or PFIT 180A; massage training similar in content and hours to MASS 83 (or PFIT 83)

**Prerequisites or corequisites:** MASS 83 (or PFIT 83)

# Mathematics

## DEGREE

**Mathematics –**  
Associate in Science for Transfer



# Mathematics

## ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The Associate in Science in Mathematics for Transfer degree (AS-T in Mathematics) program provides students with sufficient understanding of mathematical concepts, skills, and applications to attain upper division status in mathematics at a four-year college or university, majoring in mathematics, physics, engineering, or computer science. Successful completion of the transfer degree in mathematics guarantees the student acceptance to a California State University (but does not guarantee acceptance to a particular campus or major) to pursue a baccalaureate degree in mathematics or related major, in preparation to pursue a career in the field of mathematics, engineering, statistics, actuarial science, business and management, law enforcement, government, and education. Students must complete the Associate Degree for Transfer requirements to earn the AS-T degree.

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

- Solve problems using mathematical symbols, operations, and techniques.
- Construct mathematical models of physical problems, draw conclusions from these models, and communicate their conclusions.
- Formulate, test, and prove mathematical conjectures.

### Associate in Science for Transfer Degree

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>15</b>
MATH 20A Calculus with Analytic Geometry I (5)	
MATH 20B Calculus with Analytic Geometry II (5)	
MATH 20C Calculus of Several Variables (5)	
<b>LIST A: Select one course from the following:</b>	<b>4</b>
MATH 31 Linear Algebra (4)	
MATH 32 Differential Equations (4)	
<b>LIST B: Select one course from the following or any course from LIST A not already selected:</b>	<b>4</b>
CSIS 10A Programming Methods I: Java (4)	
MATH 16 Elementary Statistics (4)	
MATH 40 Discrete Mathematics (4)	
PHYS 3A Science and Engineering Physics I (4)	
<b>TOTAL MAJOR UNITS</b>	<b>23</b>
<b>Associate Degree Requirements (as described above)</b>	<b>23</b>
<i>Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

For math classes, a minimum grade of “C” is required in the prerequisite course. It is strongly recommended that the prerequisite course be completed within the last two years. For mathematics prerequisite challenge information, please contact the Physical Science division office at (831) 646-4140.

### MATH 10 MATHEMATICS FOR GENERAL EDUCATION

**4 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 are covered.

**Prerequisites:** Qualifying math assessment score; or MATH 263; or an equivalent course from an accredited college

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2

### MATH 13 PRE-CALCULUS

**5 units • LG • Five hours lecture**

This course reviews polynomial, exponential, and logarithmic functions; trigonometric functions; theory of equations; binomial theorem; conic sections; inverse functions; and trigonometric equations. Additional topics from coordinate geometry and DeMoivre’s Theorem are covered.

**Prerequisites:** Qualifying math assessment score; or MATH 263; or an equivalent course from an accredited college

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2

### MATH 16 ELEMENTARY STATISTICS

**4 units • LG-P/NP • Four hours lecture**

This course covers the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. It covers applications using data from disciplines including business, social sciences, psychology, life science, health science, and education. This course also contains a computer component. Calculations are done with the aid of a desktop computer or with a handheld calculator/computer having built-in functions. Portions of instruction may be offered online; may also be offered fully online. [C-ID MATH 110]

**Prerequisites:** Qualifying math assessment score; or MATH 260; or MATH 263; or an equivalent course from an accredited college

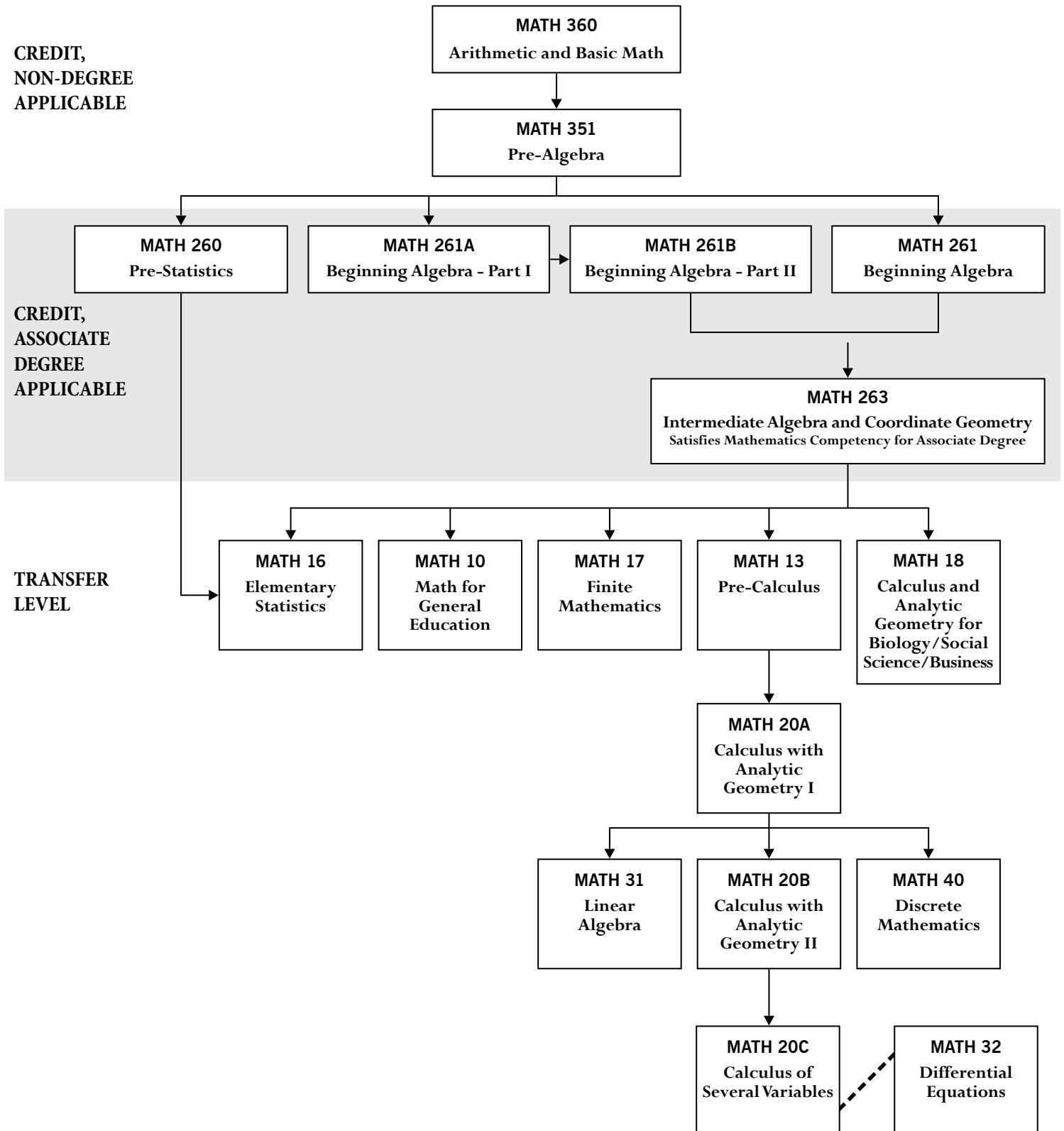
**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2



# Math Sequence



**MATH 17 FINITE MATHEMATICS****4 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. May also be offered online.

[C-ID MATH 130]

**Prerequisites:** Qualifying math assessment score; or MATH 263; or an equivalent course from an accredited college

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2

**MATH 18 CALCULUS AND ANALYTIC GEOMETRY FOR BIOLOGY/SOCIAL SCIENCE/BUSINESS****4 units • LG • Four hours lecture**

This course covers polynomials, rational, exponential, and logarithmic functions; graphs, limits, derivatives, differentiation techniques, and applications of the derivative; integration and applications of the integral; functions of several variables; and partial derivatives. The course is designed for students in biology, social sciences, business, and management. This course is not a substitute for MATH 20A. Portions of instruction may be offered online; may also be offered fully online. [C-ID MATH 140]

**Prerequisites:** Qualifying math assessment score; or MATH 263; or an equivalent course from an accredited college

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2

**MATH 20A CALCULUS WITH ANALYTIC GEOMETRY I****5 units • LG • Five hours lecture**

This is a first course in differential and integral calculus of a single variable: functions; limits and continuity; techniques and applications of differentiation and integration; Fundamental Theorem of Calculus. This course is primarily for science, technology, engineering and math majors. [C-ID MATH 210]

**Prerequisites:** Qualifying math assessment score; or MATH 13; or an equivalent course from an accredited college

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2

**MATH 20B CALCULUS WITH ANALYTIC GEOMETRY II****5 units • LG • Five hours lecture**

This is a second course in differential and integral calculus of a single variable: integration, techniques of integration, infinite sequences and series, polar and parametric equations, and applications of integration. Primarily for science, technology, engineering and math majors. [C-ID MATH 220]

**Prerequisites:** MATH 20A

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A

**MATH 20C CALCULUS OF SEVERAL VARIABLES****5 units • LG • Five hours lecture**

This course covers vector-valued functions, calculus of functions of more than one variable, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, and the divergence theorem. [C-ID MATH 230]

**Prerequisites:** MATH 20B

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A

**MATH 31 LINEAR ALGEBRA****4 units • LG • Four hours lecture**

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

[C-ID MATH 250]

**Prerequisites:** MATH 20A

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A

**MATH 32 DIFFERENTIAL EQUATIONS****4 units • LG • Four hours lecture**

The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including series solutions and singular points, Laplace transforms and linear systems. [C-ID MATH 240]

**Prerequisites or corequisites:** MATH 20C

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A

**MATH 40 DISCRETE MATHEMATICS****4 units • LG • Four hours lecture**

In this course students are introduced to discrete mathematical systems. Topics 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.

**Prerequisites:** MATH 20A or equivalent

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A

**MATH 113 PREPARATION FOR CALCULUS I****1 unit • P/NP • One hour lecture**

This course is designed for students who have taken a precalculus level course and want to improve their understanding of the topics covered in that course. This course prepares students for calculus by providing a personalized online review of the prerequisite topics. Offered online.

**MATH 260 PRE-STATISTICS****5 units • LG • Five hours lecture**

This course prepares students for Elementary Statistics (MATH 16). Students develop the quantitative reasoning skills necessary for success in statistics through hands-on exploration with data. Topics include working with numerical information (fractions, decimals, percentages), evaluating expressions related to statistical formulas, graphical and numerical descriptive statistics for quantitative and categorical data including two-way tables and linear regression, and an introduction to the normal distribution. There is a focus on the reading, writing, and critical thinking skills needed for MATH 16. This course is appropriate for students who do NOT plan to major in math, science, computer science, business, technology, engineering, or other calculus intensive fields. This course can serve as the equivalent to the prerequisite to Elementary Statistics (MATH 16). It may not be used to satisfy the pre-requisite for any other math course.

**Prerequisites:** Qualifying math assessment score; or MATH 351;  
or an equivalent course from an accredited college  
**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155

**MATH 261 BEGINNING ALGEBRA****5 units • LG • Five hours lecture**

This course includes an introduction to basic algebraic principles, simple linear equations, positive and negative numbers, the four basic arithmetic operations using monomials and polynomials, literal equations, reading and constructing graphs, systems of linear equations, applications of principles to verbal problems, factoring, fractions and equations containing fractions, square roots and radicals, quadratic equations, and ratios and proportions. May also be offered online.

**Prerequisites:** Qualifying math assessment score; or MATH 351;  
or an equivalent course from an accredited college  
**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155

**MATH 261A BEGINNING ALGEBRA - PART I****4 units • LG-P/NP • Four hours lecture**

This course covers a systematic development of numbers, solving first degree equations and inequalities, graphing two variable linear equations, and using two variable systems of equations. MATH 261A and 261B fulfill the prerequisite for MATH 263.

**Prerequisites:** Qualifying math assessment score; or MATH 351;  
or an equivalent course from an accredited college  
**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155

**MATH 261B BEGINNING ALGEBRA - PART II****4 units • LG-P/NP • Four hours lecture**

This course is a continuation of MATH 261A. Provides a systematic development of numbers, polynomials, rational expressions, radicals, and quadratic equations. MATH 261A and 261B fulfill the prerequisite for MATH 263.

**Prerequisites:** MATH 261A**MATH 263 INTERMEDIATE ALGEBRA AND COORDINATE GEOMETRY****5 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. May also be offered online.

**Prerequisites:** Qualifying math assessment score; or MATH 261;  
or MATH 261B; or an equivalent course from an accredited college  
**Advisories:** Eligibility for ENGL 111  
**General Ed. Credit:** MPC, Area A2

**MATH 271 PREPARATION FOR INTERMEDIATE ALGEBRA****1 unit • P/NP • One hour lecture**

This course is designed for students who have taken an elementary algebra-level course and want to improve their understanding of the topics covered in that course. This course prepares students for intermediate algebra by providing a personalized online review of the prerequisite topics. Offered online.

**MATH 273 PREPARATION FOR PRECALCULUS****1 unit • P/NP • One hour lecture**

This course is designed for students who have taken an intermediate algebra-level course and want to improve their understanding of the topics covered in that course. This course prepares students for precalculus by providing a personalized online review of the prerequisite topics. Offered online.

**MATH 351 PRE-ALGEBRA****5 units • P/NP • Five hours lecture**

This course is a review of basic arithmetic operations, plus an introduction to elementary topics in algebra. May also be offered online.

**Prerequisite:** Qualifying math assessment score; or MATH 360;  
or an equivalent course from an accredited college  
**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155

**MATH 360 ARITHMETIC AND BASIC MATHEMATICS****5 units • P/NP • Five hours lecture**

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 or ENSL 110 and 155

**MATH 381 PREPARATION FOR  
BEGINNING ALGEBRA**

**1 unit • P/NP • One hour lecture**

This course is designed for students who have taken a pre-algebra level course and want to improve their understanding of the topics covered in that course. This course prepares students for beginning algebra by providing a personalized review of the prerequisite topics. Offered online.

## **Math Learning Center**

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The Math Learning Center offers an individualized instruction to assist those students who are currently enrolled in basic skills mathematics classes.

The student may work with an instructor and tutor.

**MATH 440 SUPERVISED TUTORING: MATHEMATICS**

**0 units • NC • Total hours: Eight and one-half to three hundred forty hours lab**

This course is designed to provide supervised tutoring for students concurrently enrolled in a basic skills mathematics course or any course that requires basic mathematics skills to complete the course work. Portions of instruction may be offered online; may also be offered fully online.

**Enrollment limitation: Must be referred by an instructor.**

# Mechatronics Technology

## CERTIFICATE OF TRAINING

### Industrial Automation Mechatronics Technology

# Industrial Automation Mechatronics Technology

## CERTIFICATE OF TRAINING

This Certificate of Training prepares students with practical skills in robotic automation, electronics, and mechanical systems (broadly referred to as mechatronics), suitable for technician-level employment in a number of fields where automation and robotics systems are making rapid inroads. This includes everything from agriculture to water treatment, and from assembly lines to surgical robotics. Some examples of specific job titles include machine maintenance technician, field service technician, manufacturing process technician, and electro-mechanical technician. The curriculum is designed to provide real-world, hands-on problem-solving skills and requires only beginning algebra as a prerequisite. Some students may find this program a suitable path to further academic study in fields such as engineering.

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

- Apply basic principles of physics to develop a mechanical system capable of performing a well-defined task.
- Design, fabricate, assemble, and troubleshoot a printed circuit board capable of interfacing an electronic sensor to a microcontroller.
- Design, fabricate, and document a complex electro-mechanical system using modern automated and power machinery.
- Combine sensors, actuators, microcontrollers, and software to effectively control a robotics project.

### Certificate of Training

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>12</b>
MECT 5 Introduction to Mechanical Systems (3)	
MECT 10 Fundamentals of Electronics (3)	
MECT 15 Introduction to Mechanical Design and Fabrication (3)	
MECT 20 Electronic Control Systems (3)	
<b>Select one course from the following:</b>	<b>3-4</b>
ARTD 7A 3D Arts and Technology I (3)	
AUTO 102 Basic Automotive Electricity and Electronics (4)	
BUSI 44 Introduction to Business Ownership/Mgmt (3)	
CSIS 9 Programming Fundamentals: Python (3)	
CSIS 10A Programming Methods I: Java (4)	
CSIS 10C Programming Methods I.5: C and C++ (4)	
CSIS 75 Introduction to Computer Hardware/A+ Prep (4)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>15-16</b>

## COURSE DESCRIPTIONS

### MECT 5 INTRODUCTION TO MECHANICAL SYSTEMS

**3 units • LG-P/NP • One and one-half hours lecture;  
four and one-half hours lab**

In this project-based class, students learn the basic physics of machines (kinematics, static and dynamic force systems, mechanical advantage), the selection of power sources (motors, hydraulic and pneumatic systems), and the analysis and design of linkages and gear trains. The class concludes with a significant project.

**Prerequisites:** MATH 261

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

### MECT 10 FUNDAMENTALS OF ELECTRONICS

**3 units • LG-P/NP • One and one-half hours lecture;  
four and one-half hours lab**

This course provides a project-based introduction to DC, AC, and digital circuit concepts; electronic sensors; and use of a microcontroller for data acquisition. Hands-on projects involve schematic capture, circuit board layout and fabrication, soldering, testing, and troubleshooting.

**Prerequisites:** MATH 261

**Advisories:** MATH 263; Eligibility for ENGL 1A

**Credit transferable:** CSU

### MECT 15 INTRODUCTION TO MECHANICAL DESIGN AND FABRICATION

**3 units • LG-P/NP • One and one-half hours lecture;  
four and one-half hours lab**

This class introduces the product development process, from design to fabrication, including the use of 3D modeling software, automated manufacturing (CNC mill, laser cutter, and 3D printer), precision measurement, and basic metalworking. Students also learn project management skills and participate in design reviews while completing a substantial final project.

**Prerequisites:** MATH 261

**Advisories:** MECT 5; Eligibility for ENGL 1A

**Credit transferable:** CSU

### MECT 20 ELECTRONIC CONTROL SYSTEMS

**3 units • LG-P/NP • One and one-half hours lecture;  
four and one-half hours lab**

This course provides an introduction to robotic control applications. Coverage includes integration of microcontroller devices, sensors, and actuators for automation control; state machines and event-driven programming; PID controllers, application of navigation and measurement techniques; and remote-control applications.

**Prerequisites:** MATH 261

**Advisories:** MECT 10; Eligibility for ENGL 1A

**Credit transferable:** CSU

# Medical Assisting

## DEGREES (Career Technical)

- Medical Assisting – Associate in Science
- Medical Insurance and Coding Specialist – Associate in Science
- Medical Office Administration – Associate in Science

## CERTIFICATES OF ACHIEVEMENT (Career Technical)

- Medical Assisting
- Medical Insurance and Coding Specialist
- Medical Office Administration

## CERTIFICATE OF TRAINING

- Personal Wellness and Health Professions

# Medical Assisting

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

The Medical Assisting Program prepares students for a variety of careers in ambulatory healthcare.

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

- Perform safe, competent, and responsible patient care and medical office procedures within the ethical and legal parameters of a medical assistant.
- Locate, use, and refer to credible professional and technical resources as needed in patient care and day-to-day office business.
- Apply observation, adaptability, critical thinking, and problem-solving techniques to continuously improve patient care, administrative operations, and staff relations in the medical office.
- Succinctly and accurately communicate and follow through with patients and members of the healthcare team using various modalities, including up-to-date computer technology.
- Implement efficient time-management techniques to ensure smooth patient flow in a medical office.

## Certificate of Achievement (Career Technical)

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>43-44</b>
ANAT 5 Basic Human Anatomy and Physiology (4)	
CSIS 50 Microsoft Office Applications (2) & CSIS 50L Microsoft Office Applications Lab (1)	
MATH 261 Beginning Algebra (5) or higher math course (4-5)	
MEDA 100 Introduction to Health Careers (1)	
MEDA 101 Ethics, Law and IT Security in the Med. Ofc (3)	
MEDA 105 Medical Terminology (4)	
MEDA 110 Medical Office Management (3)	
MEDA 112 Medical Office Computer Applications (2)	
MEDA 114 Medical Insurance Management (2)	
MEDA 116 Medical Linguistics and Transcription (2)	
MEDA 118 Pharmacology and Human Diseases (3)	
MEDA 120 Medical Assisting Clinical Techniques I (3)	
MEDA 121 Medical Assisting Clinical Techniques II (3)	
MEDA 122 Medical Assisting Clinical Techniques III (3)	
MEDA 130 Medical Assisting Externship (3)	
<i>Current valid healthcare provider CPR certificate (American Heart Association only)</i>	0
<b>Select one course from the following:</b>	<b>3-4</b>
ENGL 1A College Composition (3) (required for AS degree)	
ENGL 111 Intermediate Academic Reading and Writing (4)	
ENSL 110 Advanced Writing (4)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>46-48</b>

## Associate in Science Degree (Career Technical)

Associate Degree Major Requirements	Units
<b>Certificate Requirements (as described above)</b>	<b>46-47</b>
<i>Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).</i>	
<b>Recommended Electives:</b>	
HLTH 4 Healthy Living (3)	
NUTF 1 Nutrition (3)	
PSYC 50 Health Psychology (3)	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

# Medical Insurance and Coding Specialist

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

This program prepares students for an entry-level position as medical insurance coding specialists.

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

- Generate accurate insurance claims.
- Apply accurate procedure and diagnostic codes based upon supporting medical documentation.
- Identify and adhere to the legal standards in healthcare and name appropriate regulatory agencies.
- Succinctly and accurately communicate information to appropriate members of the healthcare team.
- Perform medical office functions using appropriate software applications.
- Function as a member of a healthcare team.

### Certificate of Achievement (Career Technical)

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>28</b>
ANAT 5 Basic human Anatomy and Physiology (4)	
CSIS 50 MS Office Applications (2) & CSIS 50L MS Office Applications Lab (1)	
MEDA 100 Introduction to Health Careers (1)	
MEDA 101 Ethics, Law and IT Security in the Med. Ofc (3)	
MEDA 105 Medical Terminology (4)	
MEDA 112 Medical Office Computer Applications (2)	
MEDA 113 Medical Procedure Coding (3)	
MEDA 114 Medical Insurance Management (2)	
MEDA 117 ICD 10 Coding (3)	
MEDA 118 Pharmacology and Human Diseases (3)	
<b>Current valid healthcare provider CPR certificate (American Heart Association only)</b>	<b>0</b>
<b>Select one course from the following:</b>	<b>3</b>
HLTH 4 Healthy Living (3)	
PSYC 50 Health Psychology (3)	
<b>Select one course from the following:</b>	<b>3-4</b>
ENGL 1A College Composition (3) (required for AS degree)	
ENGL 111 Intermediate Academic Reading and Writing (4)	
ENSL 110 Advanced Writing (4)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>34-35</b>

*MATH 261 Beginning Algebra is also recommended.*

## Associate in Science Degree (Career Technical)

Associate Degree Major Requirements	Units
Certificate Requirements (as described above)	34
<i>Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

# Medical Office Administration

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

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

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

- Apply accurate procedure and diagnostic codes to medical insurance claims based upon supporting medical information and in accordance with legal regulations and ethical guidelines.
- Locate, use, and refer to credible professional and technical resources as needed in coding and billing procedures.
- Apply critical thinking, adaptability, and problem-solving techniques to continuously improve billing operations and staff relations in the office.
- Succinctly and accurately communicate and follow up with members of the healthcare team using various modalities, including up-to-date computer technology.
- Implement efficient time-management techniques to ensure smooth billing operations and contribute to smooth patient flow in a medical office.

## Certificate of Achievement (Career Technical)

Certificate Requirements	Units
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<b>REQUIRED CORE:</b>	<b>36</b>
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ANAT 5	Basic Human Anatomy and Physiology (4)
BUSI 120A	Basic Accounting (3)
CSIS 50	MS Office Applications (2)
& CSIS 50L	MS Office Applications Lab (1)
MEDA 100	Introduction to Health Careers (1)
MEDA 101	Ethics, Law and IT Security in the Med. Ofc (3)
MEDA 105	Medical Terminology (4)
MEDA 110	Medical Office Management (3)
MEDA 112	Medical Office Computer Applications (2)
MEDA 113	Medical Procedure Coding (3)
MEDA 114	Medical Insurance Management (2)
MEDA 116	Medical Linguistics and Transcription (2)
MEDA 117	ICD 10 Coding (3)
MEDA 118	Pharmacology and Human Diseases (3)

<b>Current valid healthcare provider CPR certificate (American Heart Association only)</b>	<b>0</b>
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<b>Select one course from the following (eligibility for ENGL 1A is advised):</b>	<b>3-4</b>
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ENGL 1A	College Composition (3)
ENGL 111	Intermediate Academic Reading and Writing (4)
ENSL 110	Advanced Writing (4)

<b>TOTAL CERTIFICATE UNITS</b>	<b>39-40</b>
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*MATH 261 Beginning Algebra is also recommended.*

## Associate in Science Degree (Career Technical)

Associate Degree Major Requirements	Units
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<b>REQUIRED CORE:</b>	<b>36</b>
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ANAT 5	Basic Human Anatomy and Physiology (4)
BUSI 120A	Basic Accounting (3)
CSIS 50	MS Office Applications (2)
& CSIS 50L	MS Office Applications Lab (1)
MEDA 100	Introduction to Health Careers (1)
MEDA 101	Ethics, Law and IT Security in the Med. Ofc (3)
MEDA 105	Medical Terminology (4)
MEDA 110	Medical Office Management (3)
MEDA 112	Medical Office Computer Applications (2)
MEDA 113	Medical Procedure Coding (3)
MEDA 114	Medical Insurance Management (2)
MEDA 116	Medical Linguistics and Transcription (2)
MEDA 117	ICD 10 Coding (3)
MEDA 118	Pharmacology and Human Diseases (3)

<b>Current valid healthcare provider CPR certificate (American Heart Association only)</b>	<b>0</b>
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<b>Select one course from the following:</b>	<b>4</b>
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ENGL 111	Intermediate Academic Reading and Writing (4)
ENSL 110	Advanced Writing (4)

<b>TOTAL MAJOR UNITS</b>	<b>40</b>
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*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

**Recommended Electives:**

BUSI 120B	Computerized Accounting - QuickBooks (3)
CSIS 70	Microcomputer Operating Systems (3)
PSYC 50	Health Psychology (3)

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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# Personal Wellness and Health Professions

## CERTIFICATE OF TRAINING

While providing an overview of the many factors that affect personal wellness, this certificate starts novice college students on a path to a variety of health careers through common foundational concepts, including computer skills, study skills, anatomy, and medical language, as well as hands-on instruction in basic clinical tasks. Successful completion of this Certificate of Training equates to the first of three semesters in the Medical Assisting program at MPC. Credits may also apply toward an Associate degree in Science.

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

- Accurately and efficiently perform MS Office functions as applicable to school and work.
- Employ successful study habits.
- Distinguish between normal and abnormal states of health.
- Identify and describe factors of personal, family and community wellness.
- Efficiently communicate with patients and members of the healthcare team.
- Describe the basic human anatomy and physiology of each body system, as well as common pathology and treatments.
- Accurately use medical terminology relating to each body system, pathology and treatments.
- Accurately obtain and record patient information and metrics.
- Apply appropriate infection control measures.
- Describe the roles and legal parameters of common health care professions.

### Certificate of Training

Certificate Requirements		Units
CSIS 50	MS Office Applications	2
CSIS 50L	MS Office Applications Lab	1
MEDA 100	Introduction to Health Careers	1
MEDA 105	Medical Terminology	4
MEDA 120	Medical Assisting Clinical Techniques I	3
PERS 50	Making College Count	3
<b>Select one course from the following:</b>		<b>2-3</b>
HLTH 4	Healthy Living (3)	
NUTF1	Nutrition (3)	
PSYC 50	Health Psychology (3)	
PFIT 63	Fitness Anatomy and Kinesiology (2)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>16-17</b>

## COURSE DESCRIPTIONS

### MEDA 90 INDEPENDENT STUDY

**.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit**

This course provides a framework for this academic discipline, which is 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.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and ENSL 155**  
**Credit transferable: CSU**

### MEDA 100 INTRODUCTION TO HEALTH CAREERS

**1 unit • LG • One hour lecture**

This course explores a variety of health professions and what it takes to be successful in a health career. May also be offered online.

**Advisories: Eligibility for ENGL 1A**  
**General Ed. Credit: MPC, Area E2**

### MEDA 101 ETHICS, LAW AND IT SECURITY IN THE MEDICAL OFFICE

**3 units • LG • Three hours lecture**

This course is a study of medical ethics, jurisprudence, and professional relations relative to medical office practice. It also covers basic security threats and safeguards as they apply to HIPAA rules. This course is open to non-majors. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

### MEDA 105 MEDICAL TERMINOLOGY

**4 units • LG • Four hours lecture**

This course provides a systematic foundation of medical language with emphasis on its practical applications in the healthcare setting. Students learn to analyze, spell, and pronounce medical terms and apply them appropriately in context. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

### MEDA 110 MEDICAL OFFICE MANAGEMENT

**3 units • LG • Two hours lecture; three hours lab**

This course presents medical office administrative procedures with emphasis on patient reception, schedule coordination, financial practices, telephone techniques, and written communication, as well as general office and personnel management.

**Prerequisites: CSIS 50 and 50L**  
**Advisories: Eligibility for ENGL 1A**  
**Enrollment limitation: 35 wpm typing skills**

**MEDA 112 MEDICAL OFFICE COMPUTER APPLICATIONS**

**2 units • P/NP • One hour lecture; three hours lab**

This course provides students with an overview of health IT and the practical use of medical office software, including practice management and electronic medical records. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** CSIS 50 and 50L

**Advisories:** MEDA 105; eligibility for ENGL 1A

**MEDA 113 MEDICAL PROCEDURE CODING**

**3 units • LG-P/NP • Two hours lecture; three hours lab**

This course introduces 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 CMS guidelines are broadly utilized to develop practical skills and proficiency. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** MEDA 105; eligibility for ENGL 1A

**MEDA 114 MEDICAL INSURANCE MANAGEMENT**

**2 units • LG • Two hours lecture; one hour lab**

This course is a study of medical insurance programs and claims preparation. It also provides an overview of procedural and diagnostic coding systems. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** MEDA 105; eligibility for ENGL 1A

**MEDA 115 MEDICAL DIAGNOSTIC CODING**

**2 units • LG-P/NP • 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 or ENSL 110 and 155.

**MEDA 116 MEDICAL LINGUISTICS AND TRANSCRIPTION**

**2 units • P/NP • One hour lecture; three hours lab**

This course introduces students to medical transcription, voice recognition editing, and scribing using current computer software. Students listen to dictation and type/format/edit medical reports spanning a variety of specialties. Portions of instruction may be offered online; may also be offered fully online.

**Prerequisites:** CSIS 50 and 50L; MEDA 105

**Corequisites:** MEDA 118

**Advisories:** ANAT 5; eligibility for ENGL 1A

**Enrollment limitation:** 35 wpm typing skills

**MEDA 117 ICD 10 CODING**

**3 units • LG • Two hours lecture; three hours lab**

This course introduces the student to the principles, format, conventions, and rules and guidelines of the ICD-10 diagnostic coding system used to represent healthcare services for statistics and reimbursement. Students develop practical skills for accurate ICD-10 code assignment and proficiency using the ICD-10-CM manual. Included in the course is a comparison of the ICD-9 to ICD-10. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** ANAT 5; MEDA 105

**MEDA 118 PHARMACOLOGY AND HUMAN DISEASES**

**3 units • LG • Three hours lecture**

This course offers a survey of drugs commonly used in the medical field: nomenclature, sources, preparations, dosages and administration, therapeutic uses, side effects, and storage. Open to non-majors. May also be offered online.

**Advisories:** ANAT 5; MATH 261; MEDA 105; eligibility for ENGL 1A

**MEDA 120 MEDICAL ASSISTING CLINICAL TECHNIQUES I**

**3 units • LG • Two hours lecture; three hours lab**

This course provides the foundational skills and concepts necessary for the practice of medical assisting, including an overview of human needs in health and disease, therapeutic communication, applicable government regulations, lab safety, instrument care, asepsis, and sterile technique. Students learn how to obtain and document accurate patient data and assist in examinations and surgical procedures.

**Corequisites:** MEDA 105

**Advisories:** Eligibility for ENGL 1A

**MEDA 121 MEDICAL ASSISTING CLINICAL TECHNIQUES II**

**3 units • LG • Two hours lecture; three hours lab**

Building upon the knowledge obtained in MEDA 120, this course provides a practical approach to common signs/symptoms, pathologies, diagnostic tests, and treatments by medical specialty. Students gain appreciation for the interrelation of body systems and recognize the importance of teamwork in patient-centered healthcare.

**Prerequisites:** MEDA 105; MEDA 120

**Prerequisites or corequisites:** ANAT 5

**MEDA 122 MEDICAL ASSISTING CLINICAL TECHNIQUES III****3 units • LG • Two hours lecture; three hours lab**

In this course, advanced medical assisting students further apply medical theory in the context of direct patient care. Instruction includes medication administration, dosage calculations, microbiology and immunology, specimen collection/processing, and lab report interpretation. Throughout the three-course clinical techniques series, students develop professional maturity and a basic understanding of the complexities of healthcare, health risks, and comorbidities, as well as chronic disease management. Having met all required competencies, students prepare for externships and the national certification (RMA through AMT) exam.

**Prerequisites: MEDA 121****Prerequisites or corequisites: MEDA 118****Advisories: MATH 261****MEDA 123 MEDICAL ASSISTING CERTIFICATION REVIEW****2 units • P/NP • Two hours lecture**

This course prepares medical assistants for the credentialing exams through American Medical Technologists (for the Registered Medical Assistant, RMA, credential), American Association of Medical Assistants (for the Certified Medical Assistant, CMA, credential) or California Certifying Board of Medical Assistants (for the California Certified Medical Assistant, CCMA, credential). May also be offered online.

**Advisories: Completion of a formal medical assisting program and/or prior work experience as a medical assistant.****MEDA 130 MEDICAL ASSISTING EXTERNSHIP****3 units • P/NP • Total hours: One hundred sixty hours lab by arrangement**

This course emphasizes the practical application of skills and knowledge acquired in medical assisting program. Following a preparatory lab and pending procurement of an instructor-approved externship spot in a medical facility, each student completes 160 hours of clinical experience by arrangement. Class also meets weekly on campus to share experiences and report on progress.

**Enrollment limitation: Instructor approval**

# Music

## DEGREES

- Music – Associate in Arts for Transfer
- Music – Associate in Arts



# Music

## ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in Music for Transfer degree (AA-T in Music) program offers a comprehensive curriculum designed to prepare students for transfer into the CSU system to pursue a wide variety of upper-level baccalaureate degree programs in music, and prepares them for a variety of specializations within those programs. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Analyze a musical composition or performance in a manner that demonstrates both an awareness of the craft, skill and discipline employed, and the intuitive values expressed.
- Perform a musical composition that, to the satisfaction of the Music Department faculty, demonstrates an intuitive awareness of the symbolic meanings inherent in that work as well as a degree of craft appropriate to the student's level of development.
- Analyze and interpret elements of musical compositions as they reflect and relate to human thought, achievement, and expressions and to communicate the results.
- Explain how the most precious meanings in the creative arts are significantly degraded when reduced to written language.

### Associate in Arts for Transfer Degree

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>16</b>
MUSI 10A Music Theory and Musicianship I (4)	
MUSI 10B Music Theory and Musicianship II (4)	
MUSI 10C Music Theory and Musicianship III (4)	
MUSI 10D Music Theory and Musicianship IV (4)	
<b>Select four semesters of the following:</b>	<b>2</b>
MUSI 25 Applied Music (.5)	
<b>Select four semesters of one of the following:</b>	<b>4</b>
MUSI 20 College Choir (1)	
MUSI 21 I Cantori (1)	
MUSI 30 Concert Band (1)	
MUSI 32 Jazz Ensemble (1)	
MUSI 35 String Orchestra (1)	
MUSI 36 Jazz Improv Ensemble (1)	
<b>TOTAL MAJOR UNITS</b>	<b>22</b>
<b>Certificate Requirements (as described above)</b>	<b>22</b>
<i>Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

# Music

## ASSOCIATE IN ARTS DEGREE

The Music program prepares students for transfer to the California State University and University of California systems. Additionally, the Music program offers a Certificate of Achievement for students interested in less formal studies, and provides popular general education courses for students across disciplinary lines. The Music program also offers a variety of performing ensembles which serve both music majors, non-majors and continuing education, and offers numerous performances which serve the community.

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

- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.

### Associate in Arts Degree

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>16-17</b>
MUSI 10A Music Theory and Musicianship I (4)	
MUSI 10B Music Theory and Musicianship II (4)	
MUSI 10C Music Theory and Musicianship III (4)	
MUSI 10D Music Theory and Musicianship IV (4)	
MUSI 50B Beginning Piano II (1) OR equivalent piano competency (0)	
<b>Select four semesters from one of the following areas:</b>	<b>4</b>
<b>Instrumental</b>	
MUSI 30 Concert Band (1)	
MUSI 32 Jazz Ensemble (1)	
<b>Vocal</b>	
MUSI 20 College Choir (1)	
<b>Select four units from one of the following areas:</b>	<b>4</b>
<b>Woodwind Instruments</b>	
MUSI 44 Woodwind Instrument: Flute – Beg./Intermed. (1)	
<b>String Instruments</b>	
MUSI 48A String Instrument: Beginning Guitar (1)	
MUSI 48B String Instrument: Intermediate Guitar (1)	
<b>Piano</b>	
MUSI 50A Beginning Piano I (1)	
MUSI 50B Beginning Piano II (1)	
MUSI 50C Intermediate Piano (1)	
MUSI 50D Advanced Piano (1)	
<b>Voice</b>	
MUSI 40 Voice Fundamentals (1)	
<b>TOTAL MAJOR UNITS</b>	<b>24-25</b>
<b>Associate Degree Requirements (as described above)</b>	<b>24-25</b>
<i>Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

**Music - Commercial***(Formerly MUSI Courses.)***MUSC 14A RECORDING ARTS I****3 units • LG-P/NP • 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 cover the physics of sound, studio design, microphone applications, mixing, signal processing, principles of digital recording, and careers in audio.

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU**General Ed. Credit:** MPC, Area C**MUSC 14B RECORDING ARTS II****3 units • LG • Two hours lecture; three hours lab**

This course is a continuation of MUSC 14A, with emphasis on current industry production techniques, including digital recording and mastering. Individual projects and field trips are required.

**Prerequisites:** MUSC 14A (or MUSI 14A)**Credit transferable:** CSU**Music****MUSI 1 MUSIC APPRECIATION****3 units • LG-P/NP • Three hours lecture**

A survey of art music in western civilization. Topics studied include but are not limited to elements of music, basic musical forms, music periods, styles, and the role of music and musicians in the western world. [C-ID MUS 100]

**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-P/NP • Three hours lecture**

Guided listening in understanding the history and development of the American musical stage. Emphasis on music by American composers.

**Advisories:** 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-P/NP • Three hours lecture**

This course covers the development of American jazz with emphasis on musical elements, major innovators, stylistic changes, and the criteria to rate a good performance.

**Advisories:** Eligibility for ENGL 111 or ENSL 110 and 155**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C**MUSI 10A MUSIC THEORY AND MUSICIANSHIP I****4 units • LG • Four hours lecture; one hour lab**

This course, through guided composition and analysis, incorporates the following concepts: rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords, basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Development of skills in handwritten notation is expected. This course also applies and develops the rhythmic, melodic, and harmonic materials through ear training, sight singing, analysis, and dictation. [C-ID MUS 120; MUS 125]

**Advisories:** Concurrent enrollment in an appropriate piano course (recommended by TMC)**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A; MPC, Area C**MUSI 10B MUSIC THEORY AND MUSICIANSHIP II****4 units • LG • Four hours lecture; one hour lab**

This course incorporates the concepts from Music Theory and Musicianship I. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice-leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary/applied chords and modulation. This course also applies and develops the rhythmic, melodic, and harmonic materials of Music Theory and Musicianship I through ear training, sight singing, analysis, and dictation. [C-ID MUS 130; MUS 135]

**Prerequisites:** MUSI 10A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area C1; IGETC, Area 3A**MUSI 10C MUSIC THEORY AND MUSICIANSHIP III****4 units • LG • Four hours lecture; one hour lab**

This course incorporates the concepts from Music Theory and Musicianship II. In addition, through writing and analysis, the course will include: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords. This course also applies and develops the rhythmic, melodic, and harmonic materials of Music Theory and Musicianship II through ear training, sight singing, analysis, and dictation. [C-ID MUS 140; MUS 145]

**Prerequisites:** MUSI 10B**Credit transferable:** CSU, UC**MUSI 10D MUSIC THEORY AND MUSICIANSHIP IV****4 units • LG • Four hours lecture; one hour lab**

This course incorporates the concepts from Music Theory and Musicianship III. In addition, through writing and analysis, the course will include: post-Romantic techniques such as borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm. This course also applies and develops the rhythmic, melodic, and harmonic materials of Music Theory and Musicianship III through ear training, sight singing, analysis, and dictation. [C-ID MUS 150; MUS 155]

**Prerequisites:** MUSI 10C**Credit transferable:** CSU, UC

**MUSI 11 SIGHT READING AND EAR TRAINING**

*1 unit • LG-P/NP • Two hours rehearsal/performance*

This course offers lectures and exercises designed to develop the ability to recognize, read, and interpret symbols of music at sight.

**Credit transferable:** CSU, UC

**MUSI 20 COLLEGE CHOIR**

*1 unit • LG • Two hours rehearsal/performance*

This course is for the study, rehearsal, and public performance of literature appropriate to the college choir ensemble, with an emphasis on the development of skills needed to perform within a college choir ensemble. Different literature is studied each semester. Choice of ensemble is based on each student's identified major instrument or voice. This course is designed for the entry-level singer and performs college choir repertoire that can be mastered in that time frame and that stresses the musical growth and success of the beginning singer. May be taken four times for credit. [C-ID MUS 180]

**Prerequisites:** Audition required

**Credit transferable:** CSU, UC

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

**MUSI 21 I CANTORI**

*1 unit • LG • Three hours lab*

This course is for the study, rehearsal, and public performance of literature appropriate to the choral ensemble, with an emphasis on the development of skills needed to perform within a choral ensemble. Different literature is studied each semester. Choice of ensemble is based on each student's identified major instrument or voice. This course is designed for the advanced singer; it includes demanding choral repertoire that prepares the student for the skill level required for transfer to an upper division music curriculum in vocal performance or vocal music education. May be taken four times for credit. [C-ID MUS 180]

**Prerequisite:** Audition required

**Credit transferable:** CSU, UC

**MUSI 25 APPLIED MUSIC**

*.5 unit • LG • Two hours lab*

This course consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. May be taken four times for credit. [C-ID MUS 160]

**Advisories:** Concurrent enrollment in an appropriate ensemble and in appropriate-level major preparation courses

**Credit transferable:** CSU, UC

**MUSI 30 CONCERT BAND**

*1 unit • LG • Three hours lab*

This course is for the study, rehearsal, and public performance of literature appropriate to the concert band ensemble, with an emphasis on the development of skills needed to perform within such an ensemble. Different literature is studied each semester. Choice of ensemble is based on each student's identified major instrument. This course is designed for students whose performance medium is a woodwind, brass, or percussion instrument; it performs repertoire for the large symphonic band. Because individual parts are tiered by difficulty level, this course can accommodate intermediate and advanced students. This course is appropriate for students seeking transfer to an upper division curriculum in instrumental performance or instrumental music education. May be taken four times for credit. [C-ID MUS 180]

**Prerequisites:** Audition required

**Credit transferable:** CSU, UC

**MUSI 32 JAZZ ENSEMBLE**

*1 unit • LG • Three hours lab*

This course is for the study, rehearsal, and public performance of literature appropriate to the contemporary jazz ensemble, with an emphasis on the development of skills needed to perform within a jazz ensemble. It covers understanding basic concepts of style, phrasing, and interpretation. Different literature is studied each semester. Choice of ensemble is based on each student's identified major instrument or voice. This course studies and performs repertoire of the large jazz band or "stage band." This course enhances students' performance skill levels for transfer to an upper division jazz studies curriculum. May be taken four times for credit. [C-ID MUS 180]

**Prerequisites:** Audition required

**Credit transferable:** CSU, UC

**MUSI 35 STRING ORCHESTRA**

*1 unit • LG • Three hours lab*

This course is for the study, rehearsal, and public performance of literature appropriate to the string orchestra ensemble, with an emphasis on the development of skills needed to perform within such an ensemble. Different literature is studied each semester. Choice of ensemble is based on each student's identified major instrument. This course studies and performs repertoire for large string orchestra and is designed to enhance students' skill levels for transfer to an upper division curriculum in string instrument performance or music education. May be taken four times for credit. [C-ID MUS 180]

**Prerequisites:** Audition required

**Credit transferable:** CSU, UC

**MUSI 36 JAZZ IMPROV ENSEMBLE**

*1 unit • LG • Three hours lab*

This course is for the study, rehearsal, and public performance of literature appropriate to the jazz improvisation ensemble, with an emphasis on the development of skills needed to perform within such an ensemble. Different literature is studied each semester. Choice of ensemble is based on each student's identified major instrument. This course is designed to teach and perform the techniques of structured jazz improvisation and is fundamental to transfer to an upper level curriculum in jazz performance or jazz music education. May be taken four times for credit. [C-ID MUS 180]

**Prerequisites:** Audition required

**Credit transferable:** CSU, UC

**MUSI 40 VOICE FUNDAMENTALS****1 unit • LG-P/NP • 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.

**Credit transferable: CSU, UC****MUSI 44 WOODWIND INSTRUMENT: FLUTE – BEGINNING/INTERMEDIATE****1 unit • LG-P/NP • Two hours rehearsal/performance**

Materials and techniques of appropriate level studied in detail.

**Credit transferable: CSU, UC****General Ed. Credit: MPC, Area E2****MUSI 48A STRING INSTRUMENTS: BEGINNING GUITAR****1 unit • LG-P/NP • Two hours rehearsal/performance**

Materials and techniques of appropriate level studied in detail.

**Credit transferable: CSU, UC****General Ed. Credit: MPC, Area E2****MUSI 48B STRING INSTRUMENTS: INTERMEDIATE GUITAR****1 unit • LG-P/NP • Two hours rehearsal/performance**

Continuation of MUSI 48A.

**Prerequisites: MUSI 48A****Credit transferable: CSU, UC****MUSI 50A BEGINNING PIANO I****1 unit • LG-P/NP • 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-P/NP • 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.

**Credit transferable: CSU, UC****MUSI 50C INTERMEDIATE PIANO****1 unit • LG-P/NP • 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.

**Credit transferable: CSU, UC****MUSI 50D ADVANCED PIANO****1 unit • LG-P/NP • 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.

**Credit transferable: CSU, UC****MUSI 90 INDEPENDENT STUDY****.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit**

This course provides a framework for this academic discipline, which is 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.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and ENSL 155****Credit transferable: CSU****MUSI 410 MUSIC APPRECIATION****0 units • NC • One hour lab**

This is an introductory course designed for the general student. The course covers representative works of standard music literature.

**MUSI 495 SPECIAL TOPICS IN MUSIC****0 units • NC • Two hours lab**

This course is designed to study, in a structured group situation, topics in music.

# Nursing

## DEGREES

**Nursing** – Associate in Science (Career Technical)

**Pre-Nursing** – Associate in Arts (Transfer Preparation)

# Nursing

## ASSOCIATE IN SCIENCE DEGREE (Career Technical)

The Maurine Church Coburn School of Nursing offers an Associate in Science degree in nursing. It is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the California Board of Registered Nursing (BRN). Completion of this program allows graduates to take the National Council Licensure Exam (NCLEX) for Registered Nursing. Graduates are prepared for entry-level RN positions. The curriculum provides hands-on experiences with a variety of healthcare populations, including geriatrics, medical, surgical, obstetrics, pediatrics, and psychiatric/mental health. Due to space limitations, completion of program prerequisites does not guarantee admission to the program. All of the following are considered when screening applicants:

- Academic degrees
- Grade point average in relevant pre-requisite coursework (all courses require letter grade)
- Life experiences or special circumstances
- Relevant work, volunteer experience or healthcare certification
- Proficiency or advanced coursework in a language other than English

Once selected, applicants must successfully complete a pre-entrance readiness test (and remediation plan if indicated) in order to be admitted. Once selected for the program, students must comply with additional program requirements such as health screen, background check, drug screen, and proof of immunizations. The cost of these requirements is the responsibility of the student and is explained in detail at a mandatory new student orientation.

LVNs/LPNs who seek advanced placement into the second or third semester of the program must qualify by completing program prerequisites, and then successfully completing a placement examination and performance-based preparation plan (LVNs/LPNs may also request to be admitted under the Board of Registered Nursing Regulation 1429, the 30-unit option, which does not confer a degree). Advanced placement is available only as space permits.

An accelerated first-semester course is available to selected applicants with previous education in the field of nursing, including military education and experience, who qualify by both multi-criterion process and placement testing.

Contact the Counseling Department or the School of Nursing for more detailed program information. Following is the contact information for the program's accrediting bodies:

**Accreditation Commission for Education in Nursing**  
 3343 Peachtree Road NE, Suite 850  
 Atlanta, GA 30326  
 Phone: 1-404-975-5000; Fax: 1-404-975-5020  
 Website: [www.acenursing.org](http://www.acenursing.org)

**California Board of Registered Nursing**  
 P.O. Box 944210  
 Sacramento, CA 94244  
 1747 North Market Blvd., Suite 150  
 Sacramento, CA 95834  
 916-322-3350  
 website: [www.rn.ca.gov](http://www.rn.ca.gov)

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

- Collaborate as team members in providing safe and effective health-care to individuals in acute, long-term and community-based settings.
- Coordinate the activities of the interdisciplinary healthcare team.
- Advocate on behalf of patients through patient and family teaching.
- Direct patient-centered nursing care using evidence-based concepts.
- Contribute to the profession as responsible members within the discipline of nursing.

### Associate in Science Degree (Career Technical)

*Complete Major, Competency Requirements, and all degree-applicable units (see pages 74-75, 78).*

[\*Nursing students who hold a baccalaureate degree from a regionally accredited college may not be required to complete additional general education units or coursework other than prerequisite courses and nursing courses required specifically for the nursing program. See nursing program counselor or Director, School of Nursing.]

Associate Degree Major Requirements		Units
<i>Prerequisite courses: (Requires letter grade)</i>		<b>25-26</b>
MATH 263* Intermediate Algebra and Coordinate Geometry (5) or higher math course (4-5) - <i>MATH 16 recommended</i>		
ANAT 1	Human Anatomy (2)	
ANAT 2	Human Anatomy Lab (2)	
BIOL 25	Applied Microbiology Lecture (3)	
BIOL 26	Applied Microbiology Lab (1)	
ENGL 1A	College Composition (3)	
NURS 100	Pharmacology for Nursing (2)	
PHSO 1	Human Physiology (3)	
PHSO 2	Human Physiology Lab (2)	
PSYC 25	Lifespan Development (3)	

### General Education:

**Communication Skills:** **3**

#### *Select one course from the following:*

- † SPCH 1 Public Speaking (3)
- SPCH 2 Small Group Communication (3)
- SPCH 3 Interpersonal Communication (3)

**Humanities\*:** **3**

*Select one course from Monterey Peninsula College General Education Requirements list, Area C (see page 78).*



**Social Sciences:** **3**

**Select one course from the following:**

- † SOCI 1 Introduction to Sociology (3)
- or any one course in the following disciplines from MPC GE List, Area D: ANTH, ETNC, GWOS, SOCI (3)

**Information Competency\*:**

*Students must complete the Information Competency Graduation requirement (LIBR 50). However, students who complete NURS 52C will meet the equivalency for MPC graduation.*

**Nursing Core Courses:** **38**

- NURS 52A Nursing I (8.5)
- or NURS 54 Nursing I Accelerated (5.5)
- & NURS 55 Applied Foundations of Nursing (3)
- NURS 204 Supervised Nursing Skills Lab I (.5)
- NURS 52B Nursing II (8.5)
- NURS 205 Supervised Nursing Skills Lab II (.5)
- NURS 52C Nursing III (9.5)
- NURS 206 Supervised Nursing Skills Lab III (.5)
- NURS 52D Nursing IV (9.5)
- NURS 207 Supervised Nursing Skills Lab IV (.5)

**TOTAL MAJOR UNITS** **72-73**

*\*Required for MPC graduation but may not be required for the nursing program of study if the student has a prior baccalaureate degree.*

† Recommended for BSN Transfer.

**Advanced Placement LVN students ONLY:**

**Qualified Advanced Placement LVN students may not need to take the following courses:** **22**

- NURS 52A Nursing I (8.5)
- NURS 52B Nursing II (8.5)
- NURS 100 Pharmacology for Nursing (2)
- PSYC 25 Lifespan Development (3)

**Advanced Placement LVN students ONLY must also take:** **4**

- NURS 65 Nursing Role Transition (3)
- NURS 65L Nursing Role Transition Lab (1)

# Pre-Nursing

**ASSOCIATE IN ARTS DEGREE (Transfer Preparation)**

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

- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and /or theory to explain them.
- Accurately assess knowledge, skills, and abilities in relationship to their educational, career, and/or personal goals.

**Associate in Arts Degree (Transfer Preparation)**

**Associate Degree Major Requirements** **Units**

**Select at least 18 units from the following:** **18**

- ANAT 1 Human Anatomy (2)
- ANAT 2 Human Anatomy Lab (2)
- BIOL 25 Applied Microbiology Lecture (3)
- BIOL 26 Applied Microbiology Lab (1)
- CHEM 30A Introduction to Chemistry for Health Sciences (4)
- CHEM 30B Organic and Biol. Chem. for Health Sciences (4)
- PHSO 1 Human Physiology (3)
- PHSO 2 Human Physiology Lab (2)

**TOTAL MAJOR UNITS** **18**

**Associate Degree Requirements (as described above)** **18**

*Contact an MPC counselor for major preparation at specific institutions.*

*Complete Competency Requirements, and CSU General Education or IGETC Pattern, for a total of 60 transferable units (see pages 74-77).*

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

## COURSE DESCRIPTIONS

**NURS 52A NURSING I**

**8.5 units • LG • Four hours lecture; thirteen and one-half hours lab by arrangement**

This course covers concepts basic to nursing within the framework of the nursing process. Focus is on assessment of basic human needs. Course includes application of classroom knowledge in laboratory and in structured parent/newborn and acute care settings.

**Prerequisites:** NURS 100

**Corequisites:** NURS 204

**Enrollment limitation:** Admission to Nursing Program

**Credit transferable:** CSU

**NURS 52B NURSING II**

**8.5 units • LG • Four hours lecture; thirteen and one-half hours lab by arrangement**

This course covers application of the five steps of the nursing process for patients with altered needs. Focus is on planning and incorporation of developmental and cultural factors. Course also includes clinical experiences in pediatric and medical-surgical settings.

**Prerequisites:** NURS 52A or (NURS 54 and NURS 55)

**Corequisites:** NURS 205

**Credit transferable:** CSU

**NURS 52C NURSING III**

**9.5 units • LG • Five hours lecture; thirteen and one-half hours lab by arrangement**

This course covers the application of the nursing process to patients with complex altered needs. Focus is on implementation of the plan of care and evaluation of effectiveness of interventions. The course includes clinical experience in geriatric, home care, and medical surgical settings.

**Prerequisites:** NURS 52B

**Corequisites:** NURS 206

**Enrollment limitation:** Advanced placement students who have met all placement requirements.

**Credit transferable:** CSU

**NURS 52D NURSING IV**

**9.5 units • LG • Five hours lecture; thirteen and one-half hours lab by arrangement**

This course covers integration of all steps of the nursing process for patients with multiple complex altered needs. Emphasis is on management of nursing care for patients in structured mental health and medical-surgical settings.

**Prerequisites:** NURS 52C

**Corequisites:** NURS 207

**Credit transferable:** CSU

**NURS 54 NURSING I ACCELERATED**

**5.5 units • LG • Total hours: Forty hours lecture; one hundred sixty hours lab by arrangement**

This course is an accelerated version of Nursing I intended to cover basic first-semester concepts within the framework of the nursing process. The focus is on assessment of basic human needs of parent and newborn, building on previously acquired skills and knowledge in the field of nursing.

**Prerequisites:** NURS 100

**Enrollment limitation:** Admission to nursing program; placement test for accelerated first semester course.

**Credit transferable:** CSU

**NURS 55 APPLIED FOUNDATIONS OF NURSING**

**3 units • LG • Total hours: Twenty-four hours lecture; ninety hours lab by arrangement**

This course completes the Fundamentals component of the core nursing curriculum, focusing on assessment of basic human needs of the adult, and is designed for students who have previously acquired skills and knowledge in the field of nursing.

**Prerequisites:** NURS 100

**Enrollment limitation:** Enrollment is limited to the class cohort selected by the established admission criteria program, as published in the catalog.

**Credit transferable:** CSU

**NURS 65 NURSING ROLE TRANSITION**

**3 units • LG • Three hours lecture**

This course is designed for both advanced placement and incoming first-semester nursing students to develop strategies and skills for success in the associate degree curriculum. The course includes scope-of-practice differences between LVN and RN, professional role socialization in nursing, study skill development, and time management.

**Enrollment limitation:** Admission to Nursing Program (or alternate) as an advanced placement student or incoming first semester student

**Credit transferable:** CSU

**NURS 65L NURSING ROLE TRANSITION LAB**

**1 unit • P/NP • Three hours lab**

This course provides application of fundamental nursing skills and success strategies in preparation for entering the nursing program in an advanced semester.

**Enrollment limitation:** Admission to an advanced semester of Nursing Program. Course must be completed within one year prior to enrolling in the advanced semester.

**Credit transferable:** CSU

**NURS 70 BEGINNING SUPERVISED NURSING CLINICAL EXPERIENCE**

**1-4 units • P/NP • Three hours lab per week by arrangement for each unit of credit**

This course provides the opportunity for nursing students to apply previously acquired nursing theory and beginning clinical skills in a healthcare setting. Students refine existing competencies in clinical areas.

**Prerequisites:** NURS 52B

**Credit transferable:** CSU

**NURS 100 PHARMACOLOGY FOR NURSING**

**2 units • LG • One and one-half hours 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

**Advisories:** CHEM 30A

**NURS 150 NURSING PROGRAM READINESS****1.5 units • P/NP • One hour lecture; one and one-half hours lab**

This course introduces pre-nursing students and students considering healthcare occupations to the role of the registered nurse in modern healthcare environments. It is designed to prepare students seeking admission to a nursing program with strategies to facilitate acceptance. Topics include values exploration, inventory of personal readiness, detailed explanation of the school of nursing admissions process at MPC, and preparation for the Test of Essential Academic Skills (TEAS).

**NURS 153 NURSING GRADUATE TRANSITION TO PRACTICE****9.5 units • P/NP • Twenty-eight and one-half hours lab by arrangement**

This course provides the newly licensed RN 500 hours of structured immersion in clinical nursing practice in a healthcare facility with preceptor(s)/mentor(s) over 6 months. Candidates apply for the externship and are selected in partnership with the facility. Externships may be paid or unpaid according to facility agreement.

**Enrollment limitation: Must have graduated from a nursing program within 12 months of enrollment and hold an unrestricted California RN license prior to enrollment. Candidates are screened and selected in partnership with the clinical facility and must meet established requirements. Contact the School of Nursing for a list of requirements.**

**NURS 160L ROLE DEVELOPMENT FOR NURSING STUDENTS GUIDED LAB****1 unit • P/NP • Three hours lab**

This lab-only course is designed for incoming first semester nursing students to develop strategies for success after acceptance (or alternate status) to the associate degree nursing program. Lab practice includes beginning nursing skills, care planning, dosage calculation practice, study skill development, time management strategies, and professional role socialization.

**Enrollment limitation: Admission or alternate status for the nursing program.**

**NURS 180A INTRODUCTION TO PROFESSIONAL SKILLS DEVELOPMENT****1 unit • P/NP • Three hours lab by arrangement**

This course provides first semester nursing students the opportunity to explore leadership skills through service learning and the activities associated with the California Nursing Students' Association. Students begin to identify nursing-related professional issues and problems and are introduced to the process of resolution within a professional organization.

**Corequisites: NURS 52A**

**NURS 180B BEGINNING PROFESSIONAL SKILLS DEVELOPMENT****1 unit • P/NP • Three hours lab by arrangement**

This course provides second semester nursing students the opportunity to apply leadership skills through service learning and the activities associated with the California Nursing Students' Association. Students identify nursing-related professional issues and problems and plan projects and activities for resolution of these issues within a student organization.

**Corequisites: NURS 52B**

**NURS 180C INTERMEDIATE PROFESSIONAL SKILLS DEVELOPMENT****1 unit • P/NP • Three hours lab by arrangement**

This course provides third semester nursing students the opportunity to refine leadership skills through service learning and the activities associated with the California Nursing Students' Association. Students apply problem-solving skills to nursing-related professional issues and problems and take a lead role in the process of resolution proposal within a professional organization.

**Corequisites: NURS 52C**

**NURS 180D ADVANCED PROFESSIONAL SKILLS DEVELOPMENT****1 unit • P/NP • Three hours lab by arrangement**

This course provides fourth semester nursing students the opportunity to mentor less experienced students in leadership skills through service learning and the activities associated with the California Nursing Students' Association. Students take a lead role in planning strategies to enhance public awareness about key healthcare issues, and in writing resolutions within a professional organization.

**Corequisites: NURS 52D**

**NURS 201 PREPARATION FOR REGISTERED NURSE LICENSURE EXAM****.5 unit • P/NP • Total hours: Thirty hours lab**

This course provides an overview of content required by the California State Board of Registered Nursing for Registered Nurse (RN) licensure. It is designed as a review for the National Council Licensure Exam for Registered Nursing (NCLEX-RN). Topics include test-taking strategies.

**Enrollment limitation: For students who have recently graduated from a Nursing program.**

**NURS 204 SUPERVISED NURSING SKILLS LAB I****.5-4 units • P/NP • Three hours lab by arrangement per week for each unit of credit**

This course reinforces content and procedures taught in first-semester-level nursing courses, and provides supervised skills practice.

**Enrollment limitation: Course enrollment limited to students currently enrolled in NURS 52A.**

**NURS 205 SUPERVISED NURSING SKILLS LAB II**

*.5-4 units • P/NP • Three hours lab by arrangement per week for each unit of credit*

This course reinforces content and procedures taught in second-semester-level nursing courses, and provides supervised skills practice.

**Enrollment limitation: Course enrollment limited to students currently enrolled in NURS 52B.**

**NURS 206 SUPERVISED NURSING SKILLS LAB III**

*.5-4 units • P/NP • Three hours lab by arrangement per week for each unit of credit*

This course reinforces content and procedures taught in third-semester-level nursing courses, and provides supervised skills practice.

**Enrollment limitation: Course enrollment limited to students Currently enrolled in NURS 52C.**

**NURS 207 SUPERVISED NURSING SKILLS LAB IV**

*.5-4 units • P/NP • Three hours lab by arrangement per week for each unit of credit*

This course reinforces content and procedures taught in fourth-semester-level nursing courses, and provides supervised skills practice.

**Enrollment limitation: Course enrollment limited to students currently enrolled in NURS 52D.**

**NURS 264 BASIC ARRHYTHMIA AND CORONARY CARE**

*1 unit • P/NP • One hour 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.

# Nutrition and Food

## CERTIFICATE OF TRAINING

### Nutrition and Food

# Nutrition and Food

## CERTIFICATE OF TRAINING

The Nutrition and Food certificate provides a study of basic nutrition, food science principles, and nutrition issues with emphasis on the subject of obtaining and maintaining a good state of nutrition. It also introduces the student to the multi-faceted field of nutrition and explores different career options.

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

- Identify specific nutrition issues and how to work with them.
- Use knowledge of scientific nutrition principles to improve diet and wellness.
- Apply basic scientific principles in the preparation and storage of safe, high-quality food products.

### Certificate of Training

Certificate Requirements		Units
NUTF 1	Nutrition	3
NUTF 2	Introduction to Nutrition, Dietetics, and Foods	1
NUTF 3	Nutrition Issues	2
NUTF 10	Food Science	2
& NUTF 10L	Food Science and Safety Laboratory	1
<b>TOTAL MAJOR UNITS</b>		<b>9</b>

## COURSE DESCRIPTIONS

### NUTF 1 NUTRITION

**3 units • LG-P/NP • Three hours lecture**

This course covers scientific concepts of nutrition related to the function of nutrients in basic life processes and current health issues with emphasis on individual needs. A study is made of carbohydrates, proteins, fats, minerals and vitamins—their nutritive values and sources. Nutrition theory is practically applied to provide the student with the skills needed to choose food for optimal health. A computer diet analysis is included. May also be offered online. [C-ID NUTR 110]

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

### NUTF 2 INTRODUCTION TO NUTRITION, DIETETICS, AND FOODS

**1 unit • LG • One hour lecture**

This course covers professional roles, responsibilities, and opportunities in the fields of nutrition, dietetics, and food service management. It includes an introduction to the history of the profession, related government agencies, scientific literature and resources, and professional code of ethics.

May also be offered online.

**Credit transferable:** CSU

### NUTF 3 NUTRITION ISSUES

**2 units • LG-P/NP • Two hours lecture**

Current concepts and controversies are presented and evaluated, with an emphasis on the changing American diet and its relation to longevity and quality of life. U.S. dietary goals, health foods, herbs, supplements, and food advertising are evaluated. Safety and nutrition of processed foods and government agencies responsible for food safety are presented. Offered online.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

### NUTF 10 FOOD SCIENCE

**2 units • LG-P/NP • Two hours lecture**

This course covers food science principles with emphasis on ingredient function and interaction, food preparation techniques, sensory evaluation standards, food safety and sanitation, and nutrient composition of food. May also be offered online. [C-ID NUTR 120 with NUTF 10L]

**Corequisites:** NUTF 10L

**Credit transferable:** CSU

### NUTF 10L FOOD SCIENCE AND SAFETY LABORATORY

**1 unit • LG-P/NP • Three hours lab**

This course covers the application of food science principles with an emphasis on ingredient function and interaction, food preparation techniques, sensory evaluation standards, food safety and sanitation, and nutrient composition of food in the laboratory. [C-ID NUTR 120 with NUTF 10]

**Corequisites:** NUTF 10

**Credit transferable:** CSU

**Materials Fee:** \$20

### NUTF 20 COMMUNITY NUTRITION FOR THE LIFESPAN

**3 units • LG • Three hours lecture**

This course applies the principles of nutrition to the community setting. Nutritional requirements of individuals in various stages of the life cycle are presented. Community programs that help meet the nutritional requirements of individuals throughout the life cycle are highlighted. Patient education techniques are presented.

**Prerequisites:** NUTF 1

**Credit transferable:** CSU

**NUTF 25 BASIC MEDICAL NUTRITION THERAPY  
AND MODIFIED DIETS****3 units • LG • Three hours lecture**

This course covers nutrition principles, diet therapies for different disease conditions, and how those diets are translated into menu planning and meal service. Topics include normal nutrition, basic medical nutrition therapy, modified diets, and cultural/religious foods.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area E2****NUTF 30 MEDICAL NUTRITION THERAPY FOR  
THE DTR****4 units • LG • Four hours lecture**

This course covers entry-level skills for Dietetic Technician, Registered, working with nutrition screening, assessment, development of nutrition care plans, and health-promoting client education and counseling. Topics include health history screening, consideration of drug-nutrient interactions, lab values, anthropometric data, and conventional and alternative medicine options. It includes a review of normal nutrition and introduction to diet therapy, as well as application of these principles to provision of foods appropriate for diets modified to support various medical and surgical conditions.

**Prerequisites: NUTF 1****Credit transferable: CSU****NUTF 58 SANITATION, SAFETY, EQUIPMENT****3 units • LG-P/NP • 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 Hospitality 58; credit may be earned only once.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and 155****Credit transferable: CSU****NUTF 101 DIETETIC SUPERVISED PRACTICE I****3.5 units • LG • One-half hour lecture; nine hours lab**

This course includes 150 supervised hours, 25 hours with a Registered Dietitian with clinical experience in dietary departments. The clinical experience is performed under professional supervision.

**Prerequisites: NUTF 1; NUTF 25**

# Oceanography

## DEGREE

**Oceanography** – Associate in Arts (Transfer Preparation)

# Oceanography

## ASSOCIATE IN ARTS DEGREE (Transfer Preparation)

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

- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.

### Associate in Arts Degree (Transfer Preparation)

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>4</b>
OCEN 2    Introductory Oceanography (3)	
OCEN 2L    Introductory Oceanography Lab (1)	
<b>Select at least 14 units from the following:</b>	<b>14</b>
CHEM 1A    General Chemistry I (5)	
CHEM 1B    General Chemistry II (5)	
MATH 20A    Calculus with Analytic Geometry I (5)	
MATH 20B    Calculus with Analytic Geometry II (5)	
PHYS 3A    Science and Engineering Physics I (4)	
PHYS 3B    Science and Engineering Physics II (4)	
<b>TOTAL MAJOR UNITS</b>	<b>18</b>
<b>Associate Degree Requirements (as described above)</b>	<b>18</b>
<i>Contact an MPC counselor for major preparation at specific institutions.</i>	
<i>Complete Competency Requirements, and CSU General Education or IGETC Pattern, for a total of 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

### OCEN 2    INTRODUCTORY OCEANOGRAPHY

**3 units • LG-P/NP • Three hours lecture**

This course introduces the geologic and physical processes that have influenced the oceans through time. It emphasizes processes that shape the seafloor and control the currents, tides, waves, and chemistry of the oceans. The course uses the scientific method to investigate ocean processes. Portions of instruction may be offered online; may also be offered fully online.

**Corequisites:** OCEN 2L

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 263

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1; IGETC, Area 5A;

**MPC, Area B**

### OCEN 2L    INTRODUCTORY OCEANOGRAPHY LAB

**1 unit • LG-P/NP • Three hours lab**

This course offers fundamental laboratory study and examination of the topics introduced in OCEN 2. Local field trips are required.

**Corequisites:** OCEN 2

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 263

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B3; IGETC, Area 5C;

**MPC, Area B**

# Older Adult Program: Learning is Living

## COURSE DESCRIPTIONS

Through the Older Adult program, MPC offers free, noncredit classes for students at a variety of locations throughout the Monterey Peninsula, supported in part through taxpayer dollars. Older Adult courses have no minimum age requirement; however, curriculum is designed to meet the interests and lifestyle of older adults. Please see Gentrain for additional noncredit offerings.

Students are admitted to the college and follow the registration and class schedules in the MPC academic calendar. Registration can be processed online or by phone with a credit card. To register, refer to the published Schedule of Classes or call 831-646-4002.

## Art

### ART 431 DRAWING AND COMPOSITION

*0 units • NC • Three hours lab*

Techniques of drawing and principles of composition are emphasized in this course. Students will work in a variety of media.

## English

### ENGL 406 CREATIVE WRITING

*0 units • NC • Three hours lab*

This is an intensive course in creative expression through prose and poetry.

### ENGL 425 FROM THE BOOK SHELF

*0 units • NC • Two hours lecture*

In this course, students are guided in the reading of selected literary works designed to promote discussion, socialization, and the literary judgment of older adults. Content varies from semester to semester and may include fiction, drama, poetry, essays, biographies, and autobiographies.

## Gentrain

### GENT 404A THE ROMAN REPUBLIC AND RISE OF EMPIRE (500 B.C.-14 A.D.)

*0 units • NC • Total hours: Seventeen hours lecture*

This course is designed for Older Adults to examine the Roman Republic and its transition to Empire. Roman art, literature, history, philosophy and religion will be studied in order to draw universal observations that will enable Older Adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

## Music

### MUSI 410 MUSIC APPRECIATION

*0 units • NC • One hour lab*

This is an introductory course designed for the general student. The course covers representative works of standard music literature.

### MUSI 495 SPECIAL TOPICS IN MUSIC

*0 units • NC • Two hours lab*

This course is designed to study, in a structured group situation, topics in music.

## Ornamental Horticulture

### ORNH 425 SUCCESSFUL GARDENING TECHNIQUES

*0 units • NC • Two hours lab*

This course covers fundamental horticultural techniques for home gardeners including tool maintenance, pruning, soil management, planting, fertilizing, irrigation, and pest and disease control.

## Theatre Arts

### THEA 440 REHEARSAL AND PERFORMANCE

*0 units • NC • Six hours lab*

Older adults 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.

## World Civilization

### WRLD 404B THE ROMAN EMPIRE (14 TO 600 CE)

*0 unit • NC • One hour lecture*

This course is designed for older adults to examine the rise and fall of Roman Empire and the influence of early Christianity on its development. Art, literature, history, philosophy and religion are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.



# Ornamental Horticulture

## DEGREE

**Ornamental Horticulture –**  
Associate in Science (Career Technical)

## CERTIFICATE OF ACHIEVEMENT

**Ornamental Horticulture** (Career Technical)

# Ornamental Horticulture

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

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

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

- Practice sound gardening techniques.
- Explain basic plant functions.
- Identify common local plants.
- Apply basic principles of landscape design while considering variables such as soil types, drainage, water conservation, color, and climate.
- Identify and propagate various types of plants.
- Identify, control and manage garden pests.

### Certificate of Achievement (Career Technical)

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>18</b>
ORNH 51 Introduction to Ornamental Horticulture I (3)	
ORNH 52 Introduction 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)	
<b>Select nine units from the following:</b>	<b>9</b>
ORNH 55 Trees (3)	
ORNH 64 Growing and Using California Native Plants (3)	
ORNH 66 Intermediate Landscape Design (3)	
ORNH 70 Irrigation Design and Water Economy (3)	
ORNH 72 Landscape Construction (3)	
ORNH 78 Insect Pest Management (3)	
ORNH 202 Beginning Pruning (.5)	
ORNH 210 Current Topics in Ornamental Horticulture (.5)	
COOP 91.30 Ornamental Horticulture Work Experience (1-4)	
<b>TOTAL CERTIFICATE UNITS</b>	<b>27</b>

## Associate in Science Degree (Career Technical)

Associate Degree Major Requirements	Units
Certificate Requirements (as described above)	27
<i>Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

### ORNH 51 INTRODUCTION TO ORNAMENTAL HORTICULTURE I

**3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab**

This course introduces students to career opportunities and skills needed to be successful in the horticulture industry and explores plant science, including structure, growth processes, soil, planting techniques, fertilizers, garden color and how to control pests, diseases and weeds. Field trips may be included.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

### ORNH 52 INTRODUCTION TO ORNAMENTAL HORTICULTURE II

**3 units • LG-P/NP • Two and one-half hours lecture; one and one-half hours lab**

Surveys plant types and discusses proper plant use in the developed landscape. Includes an introduction to basic pruning, plant propagation, lawn care, landscape design, indoor plant care, container gardening, growing vegetables, herbs, fruit trees and native plants. May include field trips.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

### ORNH 55 TREES

**3 units • LG-P/NP • 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 or ENSL 110 and 155**

**Credit transferable: CSU**

### ORNH 61 PLANT IDENTIFICATION: SHRUBS, VINES, GROUND COVERS

**3 units • LG-P/NP • 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 or ENSL 110 and 155**

**Credit transferable: CSU**

**ORNH 62 PLANT IDENTIFICATION: TREES, ANNUALS, PERENNIALS**

**3 units • LG-P/NP • 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 or ENSL 110 and 155**

**Credit transferable: CSU**

**ORNH 63 PLANT PROPAGATION**

**3 units • LG-P/NP • 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 included.

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

**Credit transferable: CSU**

**ORNH 64 GROWING AND USING CALIFORNIA NATIVE PLANTS**

**3 units • LG-P/NP • 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 or ENSL 110 and 155**

**Credit transferable: CSU**

**ORNH 65 BASIC LANDSCAPE DESIGN**

**3 units • LG-P/NP • 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 covered. Drafting equipment is required. Field trips are included.

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

**Credit transferable: CSU**

**ORNH 66 INTERMEDIATE LANDSCAPE DESIGN**

**3 units • LG-P/NP • 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 or ENSL 110 and 155**

**Credit transferable: CSU**

**ORNH 70 IRRIGATION DESIGN AND WATER ECONOMY**

**3 units • LG-P/NP • Three hours lecture**

In this course, 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 or ENSL 110 and 155**

**Credit transferable: CSU**

**ORNH 72 LANDSCAPE CONSTRUCTION**

**3 units • LG-P/NP • 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 or ENSL 110 and 155**

**Credit transferable: CSU**

**ORNH 78 INSECT PEST MANAGEMENT**

**3 units • LG-P/NP • Three hours lecture**

In this course, students learn the identification, prevention, and various methods of control of insects, pests, weeds, and diseases affecting 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 or ENSL 110 and 155**

**Credit transferable: CSU**

**ORNH 202 BEGINNING PRUNING**

**.5 unit • P/NP • 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 210 CURRENT TOPICS IN ORNAMENTAL HORTICULTURE**

**.5 unit • LG/P/NP • Total hours: Eight and one-half hours lecture**

This course covers topics of current interest and importance presented by specialists in the field of Ornamental Horticulture.

**ORNH 425 SUCCESSFUL GARDENING TECHNIQUES**

**0 units • NC • Two hours lab**

This course covers fundamental horticultural techniques for home gardeners including tool maintenance, pruning, soil management, planting, fertilizing, irrigation, and pest and disease control.

# Personal Development

## COURSE DESCRIPTIONS

### PERS 10 INTRODUCTION TO COLLEGE SUCCESS

**1 unit • LG-P/NP • One hour lecture**

This short-term course provides students with information necessary for transition into Monterey Peninsula College. Topics may include assessment result analysis; clear understanding of the AA/AS degrees, certificates, and transferring to CSU and UC; schedule building; student services; school policies; and college culture. Assessment results are necessary to complete required Education Plan. May also be offered online.

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

**Credit transferable: CSU, UC**

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

### PERS 50 MAKING COLLEGE COUNT

**3 units • LG-P/NP • 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. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

### PERS 51 CAREER AND LIFE PLANNING

**3 units • LG-P/NP • Three hours lecture**

This course provides students with a thorough study of career development, academic goals, and life planning. Includes assessment tools for identifying personality type, clarifying interests, skills and values, and establishing college majors and careers. Students develop a portfolio that includes labor market information, decision-making skills and coping strategies. The course addresses psychological and social issues that impact career and life choices. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

### PERS 71 FOUNDATIONS OF CAREER CHOICE

**1 unit • LG-P/NP • 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. May also be offered online.

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

**Credit transferable: CSU**

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

**Materials Fee: \$30**

# Philosophy

## DEGREE

**Philosophy –**  
Associate in Arts for Transfer



# Philosophy

## ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in Philosophy for Transfer degree (AA-T in Philosophy) program exposes students to historical and contemporary discussions in epistemology, metaphysics, and moral theory in both the Western and Eastern traditions. This program develops students' reasoning and writing skills, models rational discussion of basic questions, and teaches both formal and informal methods of reasoning. By completing the Associate in Arts in Philosophy for Transfer degree (AA-T in Philosophy), students will be prepared to transfer into the CSU system to pursue a baccalaureate degree in Philosophy or related major. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.

### Associate in Arts for Transfer Degree

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>15</b>
HIST 4 Western Civilization I (3)	
HIST 5 Western Civilization II (3)	
PHIL 2 Introduction to Philosophy (3)	
PHIL 4 Moral Issues (3)	
PHIL 6 Introduction to Logic (3)	
<b>Select one course from the following:</b>	<b>3</b>
PHIL 8 Introduction to World Religions (3)	
PHIL 10 Introduction to Critical Thinking (3)	
PHIL 13 Introduction to Eastern Philosophy (3)	
<b>TOTAL MAJOR UNITS</b>	<b>18</b>
<b>Associate Degree Requirements (as described above)</b>	<b>18</b>
<i>Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

### PHIL 2 INTRODUCTION TO PHILOSOPHY

**3 units • LG-P/NP • Three hours lecture**

This course introduces philosophical ideas and methods concerning knowledge, reality, and values. Expected topics will include the sources and limits of knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind. May also be offered online. [C-ID PHIL 100]

**Advisories: 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-P/NP • Three hours lecture**

This course clarifies values in contemporary moral issues such as abortion, sexuality, the right to die, animal rights, and economic justice. May also be offered online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### PHIL 6 INTRODUCTION TO LOGIC

**3 units • LG • Three hours lecture**

This course introduces principles of valid reasoning with emphasis on deductive logic. The course includes a study of formal techniques of sentential logic and a treatment of inductive reasoning, language, and fallacies. [C-ID PHIL 110]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area A3; MPC, Area A2**

### PHIL 8 INTRODUCTION TO WORLD RELIGIONS

**3 units • LG-P/NP • Three hours lecture**

This course is an introduction to the origins, history, and significant ideas of the world's major religions. It explores the fundamental insights, ideals, and contributions toward the human moral heritage and wisdom of the Oral Religions, Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. May also be offered online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### PHIL 10 INTRODUCTION TO CRITICAL THINKING

**3 units • LG-P/NP • 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. May also be offered online.

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area A3; MPC, Area A2**

**PHIL 13 INTRODUCTION TO EASTERN PHILOSOPHY**

**3 units • LG-P/NP • Three hours lecture**

This course surveys the major philosophies of India, China, and Japan, and examines such concepts as karma, bondage, liberation, selflessness, meditation, and self-knowledge. May also be offered online.

**Advisories: 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-P/NP • Three hours lecture**

This course encourages students to reflect on historical and present day social experiences of women and men through readings in feminist philosophy and theory. It engages 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 Gender and Women's Studies 40 and Humanities 40; credit may be earned only once. May also be offered online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, F**

# Photography

See **ART – PHOTOGRAPHY**.

# Physical Education

## DEGREE

**Physical Education Aide –**  
Associate in Science (Career Technical)

## Physical Education Aide

### ASSOCIATE IN SCIENCE DEGREE (Career Technical)

This program is designed for individuals interested in working in the field of physical education. It prepares them for paraprofessional jobs in schools and fitness programs by instructing them in group work, safety, and knowledge of injuries. The Physical Education Aide Associate in Science program also offers a wide variety of sports activity courses.

**Learning Outcomes:** Upon successful completion of the 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.
- Analyze how physical, social, emotional, and/or intellectual factors contribute to wellness and healthful living.

### Associate in Science Degree (Career Technical)

#### Associate Degree Major Requirements

Units

#### REQUIRED CORE:

13

ANAT 5	Basic Human Anatomy and Physiology (4)
PHED 40	Introduction to Kinesiology (3)
PHED 41	Prevention and Care of Athletic Injuries (3)
PSYC 1	General Psychology (3)
Current Red Cross Advanced First Aid Card & CPR Card	0

#### Select six units from the following:

6

PFIT 2	Core Fitness Training (1)
PFIT 6	Cross-Training (1)
PFIT 7	Distance Training (1)
PFIT 8	Aerobic Conditioning (.5-1)
PFIT 9	Personal Fitness (1)
PFIT 10A	Beginning Weight Training (.5-1)
PFIT 10B	Intermediate Weight Training (.5-1)
PFIT 10C	Advanced Weight Training (.5-1)
PFIT 14	Exercise for Health and Fitness (.5)
PFIT 15A	Core Matwork I (.5-1)
PFIT 15B	Core Matwork II (.5-1)
PFIT 15C	Core Matwork III (.5-1)
PFIT 15D	Core Matwork IV (.5-1)
PFIT 16A	Tai Chi I (.5-1)
PFIT 16B	Tai Chi II (.5-1)
PFIT 16C	Tai Chi III (.5-1)
PFIT 16D	Tai Chi IIV (.5-1)
PFIT 17A	Yoga I (.5-1)

PFIT 17B	Yoga II (.5-1)
PFIT 17C	Yoga III (.5-1)
PFIT 17D	Yoga IV (.5-1)
PFIT 18A	Aerobic Fitness I (.5-1)
PFIT 18B	Aerobic Fitness II (.5-1)
PFIT 18C	Aerobic Fitness III (.5-1)
PFIT 18D	Aerobic Fitness IV (.5-1)
PFIT 19A	Body Sculpting I (.5)
PFIT 19B	Body Sculpting II (.5)
PFIT 19C	Body Sculpting III (.5)
PFIT 19D	Body Sculpting IV (.5)
PFIT 20	Circuit Training (1)
PFIT 21A	Flexibility and Relaxation Techniques I (.5)
PFIT 21B	Flexibility and Relaxation Techniques II (.5)
PFIT 21C	Flexibility and Relaxation Techniques III (.5)
PFIT 22A	Fitness Through Swimming I (1)
PFIT 22B	Fitness Through Swimming II (1)
PFIT 22C	Fitness Through Swimming III (1)
PFIT 22D	Fitness Through Swimming IV (1)
PFIT 30A	Triathlon Training I (1)
PFIT 30B	Triathlon Training II (1)
PFIT 30C	Triathlon Training III (1)
PHED 2A	Golf I (1)
PHED 2B	Golf II (1)
PHED 2C	Golf III (1)
PHED 2D	Golf IV (1)
PHED 5A	Tennis I (1)
PHED 5B	Tennis II (1)
PHED 5D	Tennis III (.5)
PHED 5E	Tennis IV (.5)
PHED 6A	Soccer I (.5)
PHED 6B	Soccer II (.5)
PHED 6C	Soccer III (.5)
PHED 7A	Swimming I (.5)
PHED 7B	Swimming II (.5)
PHED 12B	Competitive Swimming I (1)
PHED 12C	Competitive Swimming II (1)
PHED 12D	Competitive Swimming III (1)
PHED 12E	Competitive Swimming IV (1)
PHED 15A	Volleyball I (1)
PHED 15B	Volleyball II (1)
PHED 15D	Volleyball III (1)
PHED 15E	Volleyball IV (1)
PHED 18	Fundamentals of Football (.5)
PHED 20.1	Sill Development for Baseball (2)
PHED 20.2	Skill Development for Basketball - Men (1)
PHED 20.3	Skill Development for Basketball - Women (1)
PHED 20.4	Skill Development for Football (1)
PHED 20.5	Skill Development for Golf (1)
PHED 20.6	Skill Development for Softball (1.5)
PHED 20.8	Skill Development for Tennis (.5)

PHED 20.9	Skill Development for Track and Field (1)	
PHED 20.11	Skill Development for Soccer - Men (1)	
PHED 20.12	Skill Development for Soccer - Women (1)	
PHED 21	Competitive Golf (.5)	
PHED 22A	Introduction to Basketball (.5)	
PHED 22B	Intermediate Basketball (.5)	
PHED 22C	Intermediate/Advanced Basketball (.5)	
PHED 22D	Advanced Basketball (.5)	
PHED 29	Varsity Athletic Conditioning (.5)	
PHED 30.1	Intercollegiate Basketball - Women (1.5)	
PHED 30.2	Intercollegiate Softball - Women (3)	
PHED 30.3	Intercollegiate Volleyball - Women (3)	
PHED 30.4	Intercollegiate Tennis - Women (3)	
PHED 30.6	Intercollegiate Soccer - Women (3)	
PHED 31.1	Intercollegiate Football - Men (3)	
PHED 31.2	Intercollegiate Basketball - Men (1.5)	
PHED 31.3	Intercollegiate Baseball - Men (3)	
PHED 31.4	Intercollegiate Golf - Men (3)	
PHED 31.5	Intercollegiate Soccer - Men (3)	
PHED 32.1	Intercollegiate Track and Field - Women/Men (3)	
PHED 32.4	Intercollegiate Cross Country - Women/Men (3)	
PHED 61A	Elements of Football I (.5)	
<b>Select one course from the following:</b>		<b>3</b>
SPCH 1	Public Speaking (3)	
SPCH 2	Small Group Communication (3)	

<b>TOTAL MAJOR UNITS</b>	<b>22</b>
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<b>Associate Degree Requirements (as described above)</b>	<b>22</b>
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*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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## COURSE DESCRIPTIONS

### PHED 2A GOLF I

**1 unit • LG-P/NP • Three hours lab**

Students develop skill and knowledge of the basic swing, equipment, and rules and etiquette of golf at a beginning level.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### PHED 2B GOLF II

**1 unit • LG-P/NP • Three hours lab**

This is a continuation of Golf I. Students develop intermediate-level golf skills and learn course play including sand shots.

**Prerequisites: PHED 2A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### PHED 2C GOLF III

**1 unit • LG-P/NP • Three hours lab**

This course is a continuation of Golf II. It is designed for the intermediate/advanced golfers. Topics covered include swing technique for various types of golf shots, course etiquette, and course management at an intermediate/advanced level.

**Prerequisites: PHED 2B**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### PHED 2D GOLF IV

**1 unit • LG-P/NP • Three hours lab**

This course is a continuation of Golf III. It is designed for advanced golfers. Topics covered include swing technique for various types of golf shots, course etiquette, and course management at an advanced level.

**Prerequisites: PHED 2C**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### PHED 5A TENNIS I

**.5 unit • LG-P/NP • Two hours lab**

Students are introduced to the development of beginning techniques and skills of tennis strokes used in playing singles, doubles, and mixed doubles. The course includes knowledge, philosophy, and strategy used in playing tennis singles, doubles, and mixed doubles.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### PHED 5B TENNIS II

**.5 unit • LG-P/NP • Two hours lab**

This is a continuation of Tennis I. Students develop intermediate competency in the forehand and backhand strokes and are introduced to the lob, overhead smash, and volley. Intermediate singles, doubles, and mixed doubles strategies are included.

**Advisories: PHED 5A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### PHED 5D TENNIS III

**.5 unit • LG-P/NP • Two hours lab**

This is a continuation of Tennis II. Students refine intermediate tennis skills and learn intermediate/advanced techniques and strategies in singles and doubles.

**Prerequisites: PHED 5B**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

**PHED 5E TENNIS IV***.5 unit • LG-P/NP • Two hours lab*

This is a continuation of Tennis III. It includes physical conditioning for competitive play, continued advanced development of power and control in all ground strokes and serves, advanced offensive and defensive tactics, mental preparation for greater success, and performance under pressure. Students engage in competitive singles and doubles play.

**Prerequisites:** PHED 5D**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 6A SOCCER I***.5 unit • LG-P/NP • One and one-half hours lab*

Students are led to develop beginning-level skills in the various offensive and defensive techniques of soccer. Included in this course are rules, team strategy, and team play.

**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 6B SOCCER II***.5 unit • LG-P/NP • One and one-half hours lab*

A continuation of Soccer I. Students develop intermediate-level skills in offensive and defensive soccer techniques. Intermediate-level soccer strategies for team play are introduced.

**Prerequisites:** PHED 6A (or PHED 6)**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 6C SOCCER III***.5 unit • LG-P/NP • One and one-half hours lab*

This course is a continuation of Soccer II. Students learn advanced offensive and defensive soccer skills and strategy, including advanced concepts for team play.

**Prerequisites:** PHED 6B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 7A SWIMMING I***.5 unit • LG-P/NP • Two hours lab*

This course is designed for non-swimmers to develop Red Cross beginning swimming skills: physical and mental adjustment to the water, buoyancy and water position, and front and back stroke.

**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 7B SWIMMING II***.5 unit • LG-P/NP • Two hours lab*

This course is a continuation of Swimming I. Students develop Red Cross intermediate swimming skills including treading water, front and back crawls, and breaststroke.

**Prerequisites:** PHED 7A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 12B COMPETITIVE SWIMMING I***1 unit • LG-P/NP • Four hours lab*

Students learn physical conditioning, skill development and knowledge of racing and training strategies of competitive swimming.

**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 12C COMPETITIVE SWIMMING II***1 unit • LG-P/NP • Four hours lab*

Students develop skills and physical conditioning appropriate for competitive swimming at the intermediate level.

**Prerequisites:** PHED 12B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 12D COMPETITIVE SWIMMING III***1 unit • LG-P/NP • Four hours lab*

Students develop swimming skills and physical conditioning appropriate for competitive swimming at an intermediate/advanced level.

**Prerequisites:** PHED 12C**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 12E COMPETITIVE SWIMMING IV***1 unit • LG-P/NP • Four hours lab*

Students develop swimming skills and physical conditioning appropriate for competitive swimming at an advanced level.

**Prerequisites:** PHED 12D**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 15A VOLLEYBALL I***1 unit • LG-P/NP • Four hours lab*

Students develop beginning skills in the various offensive and defensive techniques of volleyball. This course also includes review of rules and basic offensive and defensive concepts for team play.

**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1



**PHED 15B VOLLEYBALL II****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of Volleyball I. Students develop intermediate skills and strategies of volleyball, including coed and two-person competition.

**Prerequisites:** PHED 15A**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 15D VOLLEYBALL III****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of Volleyball II. Students develop intermediate/advanced skills and strategies in volleyball.

**Prerequisite:** PHED 15B**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 15E VOLLEYBALL IV****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of Volleyball III. Students advanced skills and strategies for competitive volleyball.

**Prerequisite:** PHED 15D**Credit transferable:** CSU, UC**General Ed. Credit:** CSU, Area E; MPC, Area E1**PHED 18 FUNDAMENTALS OF FOOTBALL****.5 unit • LG-P/NP • Two hours lab**

This course is designed to improve the physical conditioning and athletic skills of individuals interested in intercollegiate football competition. Students develop individual and team skills and current football strategies. May be taken four times for credit.

**Enrollment limitation:** Initial tryout required to determine possession of appropriate skill level for safe participation**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E1**PHED 20.1 SKILL DEVELOPMENT FOR BASEBALL****2 units • LG-P/NP • Six hours lab**

Students learn physical conditioning and basic skills appropriate for intercollegiate baseball. May be taken four times for credit.

**Enrollment limitation:** Initial tryout required to determine possession of appropriate skill level for safe participation**Credit transferable:** CSU, UC**PHED 20.2 SKILL DEVELOPMENT FOR BASKETBALL – MEN****.5-1 unit • LG-P/NP • Four hours lab per week for one unit of credit**

Students learn physical conditioning and basic skills appropriate for intercollegiate basketball. May be taken four times for credit.

**Enrollment limitation:** Initial tryout required to determine possession of appropriate skill level for safe participation**Credit transferable:** CSU, UC**PHED 20.3 SKILL DEVELOPMENT FOR BASKETBALL – WOMEN****.5-1 unit • LG-P/NP • Four hours lab per week for one unit of credit**

Students learn physical conditioning and basic skills appropriate for intercollegiate basketball. May be taken four times for credit.

**Enrollment limitation:** Initial tryout required to determine possession of appropriate skill level for safe participation**Credit transferable:** CSU, UC**PHED 20.4 SKILL DEVELOPMENT FOR FOOTBALL****1 unit • LG-P/NP • Three hours lab**

Students learn physical conditioning and basic skills appropriate for intercollegiate football. May be taken four times for credit.

**Enrollment limitation:** Initial tryout required to determine possession of appropriate skill level for safe participation**Credit transferable:** CSU, UC**PHED 20.5 SKILL DEVELOPMENT FOR GOLF****1 unit • LG-P/NP • Four hours lab**

Students develop advanced skills appropriate for intercollegiate golf competition. May be taken four times for credit.

**Enrollment limitation:** Initial tryout required to determine possession of appropriate skill level for safe participation**Credit transferable:** CSU, UC**PHED 20.6 SKILL DEVELOPMENT FOR SOFTBALL****1.5 units • LG-P/NP • Four and one-half hours lab**

Students learn physical conditioning and basic skills appropriate for intercollegiate fastpitch softball. May be taken four times for credit.

**Enrollment limitation:** Initial tryout required to determine possession of appropriate skill level for safe participation**Credit transferable:** CSU, UC**PHED 20.8 SKILL DEVELOPMENT FOR TENNIS****.5 unit • LG-P/NP • Two hours lab**

Students learn tournament play, advanced techniques, singles and doubles tactics and strategies appropriate for intercollegiate tennis. May be taken four times for credit.

**Enrollment limitation:** Initial tryout required to determine possession of appropriate skill level for safe participation**Credit transferable:** CSU, UC**PHED 20.9 SKILL DEVELOPMENT FOR TRACK AND FIELD****2 units • LG-P/NP • Six hours lab**

Students learn physical conditioning and development of skills appropriate for intercollegiate track and field. May be taken four times for credit.

**Enrollment limitation:** Initial tryout required to determine possession of appropriate skill level for safe participation**Credit transferable:** CSU, UC

**PHED 20.11 SKILL DEVELOPMENT FOR SOCCER – MEN****1 unit • LG-P/NP • Three hours lab**

Students learn physical conditioning and basic skills appropriate for intercollegiate soccer. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 20.12 SKILL DEVELOPMENT FOR SOCCER – WOMEN****1 unit • LG-P/NP • Three hours lab**

Students learn physical conditioning and basic skills appropriate for intercollegiate soccer. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 21 COMPETITIVE GOLF****.5 unit • LG-P/NP • Two hours lab**

This course is designed to build the skills and techniques required for playing competitive golf. May be taken four times for credit.

**Credit transferable: CSU**

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

**PHED 22A INTRODUCTION TO BASKETBALL****.5 unit • LG-P/NP • Two hours lab**

Students are introduced to the development of individual and team skills and knowledge. A special emphasis is placed on fundamentals of offense and defense.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

**PHED 22B INTERMEDIATE BASKETBALL****.5 unit • LG-P/NP • Two hours lab**

Students are introduced to the intermediate level of development of individual and team skills and knowledge. A special emphasis is placed on fundamentals of offense and defense.

**Prerequisites: PHED 22A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

**PHED 22C INTERMEDIATE/ADVANCED BASKETBALL****.5 unit • LG-P/NP • Two hours lab**

Students are introduced to the intermediate/advanced level of development of individual and team skills and knowledge. A special emphasis is placed on intermediate/advanced fundamental skill sets of offense and defense.

**Prerequisites: PHED 22B**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

**PHED 22D ADVANCED BASKETBALL****.5 unit • LG-P/NP • Two hours lab**

Students are introduced to the advanced level of development of individual and team skills and knowledge. A special emphasis is placed on advanced fundamentals of offense and defense.

**Prerequisites: PHED 22C**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

**INTERCOLLEGIATE ATHLETICS**

**Eligibility:** The rules of the California Community College Commission on Athletics provide that a student must be actively enrolled in 12 units at the time of participation. A student who comes directly from high school is immediately eligible for varsity competition. To be eligible for a second season of sport, the student athlete must complete and pass 24 units with a 2.0 GPA prior to the next season.

**PHED 29 VARSITY ATHLETIC CONDITIONING****.5 unit • LG-P/NP • Two hours lab**

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.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU**

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

**PHED 30.1 INTERCOLLEGIATE BASKETBALL – WOMEN****1.5 units • LG • Five hours lab**

This course provides practice and competition in intercollegiate basketball. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 30.2 INTERCOLLEGIATE SOFTBALL – WOMEN****3 units • LG • Ten hours lab**

This course provides practice and competition in intercollegiate softball. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 30.3 INTERCOLLEGIATE VOLLEYBALL – WOMEN****3 units • LG • Ten hours lab**

This course provides practice and competition in intercollegiate volleyball. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 30.4 INTERCOLLEGIATE TENNIS – WOMEN**

*3 units • LG • Ten hours lab*

This course provides practice and competition in intercollegiate tennis. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 30.6 INTERCOLLEGIATE SOCCER – WOMEN**

*3 units • LG • Ten hours lab*

This course provides practice and competition in intercollegiate soccer. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 31.1 INTERCOLLEGIATE FOOTBALL – MEN**

*3 units • LG • Ten hours lab*

This course provides practice and competition in intercollegiate football. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 31.2 INTERCOLLEGIATE BASKETBALL – MEN**

*1.5 units • LG • Five hours lab*

This course provides practice and competition in intercollegiate basketball. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 31.3 INTERCOLLEGIATE BASEBALL – MEN**

*3 units • LG • Ten hours lab*

This course provides practice and competition in intercollegiate baseball. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 31.4 INTERCOLLEGIATE GOLF – MEN**

*3 units • LG • Ten hours lab*

This course provides practice and competition in intercollegiate golf. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 31.5 INTERCOLLEGIATE SOCCER – MEN**

*3 units • LG • Ten hours lab*

This course provides practice and competition in intercollegiate soccer. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 32.1 INTERCOLLEGIATE TRACK AND FIELD – WOMEN AND MEN**

*3 units • LG • Ten hours lab*

This course provides practice and competition in intercollegiate track and field. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation**

**Credit transferable: CSU, UC**

**PHED 32.4 INTERCOLLEGIATE CROSS COUNTRY – WOMEN AND MEN**

*3 units • LG • Ten hours lab*

This course provides practice and competition in intercollegiate cross country for both men and women. May be taken four times for credit.

**Credit transferable: CSU, UC**

**PHED 40 INTRODUCTION TO KINESIOLOGY**

*3 units • LG-P/NP • Three hours lecture*

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. [C-ID KIN 100]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

**PHED 41 PREVENTION AND CARE OF ATHLETIC INJURIES**

*3 units • LG-P/NP • Three hours lecture*

Students learn modern athletic training principles. Course covers procedures and techniques for prevention, recognition, treatment, and rehabilitation of athletic injuries.

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

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

**PHED 42A ATHLETIC TRAINING FIELD EXPERIENCE**

*2 units • LG-P/NP • Six hours lab*

This is an introductory course in the practical application of athletic training skills in the training room and at athletic events. Research projects and skill practicums are included.

**Advisories: PHED 41; eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**PHED 42B ATHLETIC TRAINING FIELD EXPERIENCE II****2 units • LG-P/NP • Six hours lab**

A continuation of PHED 42A. Students learn additional techniques for the practical application of athletic training skills as applied in the athletic training room and at athletic events.

**Advisories: PHED 42A (or PHED 42); eligibility for ENGL 1A****Credit transferable: CSU, UC****PHED 43 THEORY OF COACHING****3 units • LG • Three hours lecture**

This course provides students with a foundation of skills and knowledge to begin a successful coaching career. Emphasis is placed on ethics, team management, team practice organization, and positive coaching characteristics and philosophies. The course addresses coaching issues for all levels and age groups. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area E2****PHED 45 INTRODUCTION TO CAREERS IN SPORTS MEDICINE AND ALLIED HEALTH PROFESSIONS****3 units • LG-P/NP • Three hours lecture**

This course is an overview to the interdisciplinary approach to sports medicine and related allied health professions. An overview of the importance of kinesiology is discussed as it relates to the specific populations served, career opportunities, and necessary academic preparation.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area E2****PHED 50 ORIENTATION FOR ATHLETES****2 units • LG-P/NP • Two hours lecture**

This course is designed to assist student athletes to set educational and career goals, develop study skills, learn job acquisition skills, and use college resources. May also be offered online.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and 155****Credit transferable: CSU****General Ed. Credit: MPC, Area E2****PHED 61A ELEMENTS OF FOOTBALL I****.5 unit • LG-P/NP • Two hours lab**

This course provides physical conditioning and applies it to offensive and defensive techniques required for intercollegiate football. The course includes the video review of past performance to focus on aspects of training that will improve individual performance in competition. May be taken four times for credit.

**Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation****Credit transferable: CSU, UC****PHED 90 INDEPENDENT STUDY****.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit**

This course provides a framework for this academic discipline, which is 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.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and ENSL 155****Credit transferable: CSU**

# Physical Fitness

## DEGREE

**Fitness Instructor Training –**  
Associate in Science (Career Technical)

## CERTIFICATE OF ACHIEVEMENT

**Fitness Instructor Training** (Career Technical)

# Fitness Instructor Training

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

The Fitness Instructor Training Program provides students with knowledge, techniques, and experience required for individual or group physical fitness training instruction.

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

- Identify and describe major muscles, their origins, insertions, and actions.
- Describe the body's physiological responses and adaptations to exercise.
- Identify 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 of Achievement (Career Technical)

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>11.5-12.5</b>
PFIT 10A Beginning Weight Training (.5-1)	
PFIT 14 Exercise for Health and Fitness (.5)	
PFIT 18A Aerobic Fitness I (.5-1)	
PFIT 50 Independent Fitness and Testing Program (1)	
PFIT 51 Fitness and Wellness Strategies (2)	
PFIT 60 Fitness Exercise Physiology (1)	
PFIT 63 Fitness Anatomy and Kinesiology (2)	
PFIT 92 Teaching Aide - Physical Fitness (1)	
PSYC 50 Health Psychology (3)	
<b>Select one unit from the following:</b>	
PFIT 8 Aerobic Conditioning (.5-1)	<b>1</b>
PFIT 15A Core Matwork I (.5-1)	
PFIT 17A Yoga I (.5-1)	
PFIT 20 Circuit Training (1)	
PFIT 21A Flexibility and Relaxation Techniques I (.5)	
PFIT 22A Fitness Through Swimming I (1)	

### Associate in Science Degree (Career Technical)

*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

## COURSE DESCRIPTIONS

### PFIT 2 CORE FITNESS TRAINING

**1 unit • LG-P/NP • Three hours lab**

This course is designed to provide strengthening and stretching exercises that improve spine stabilization and core conditioning. It is beneficial for improved athletic performance, activities of daily living, and injury prevention.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

### PFIT 6 CROSS-TRAINING

**1 unit • LG-P/NP • Three hours lab**

This course is designed to develop aerobic fitness by concurrently training in two or more endurance activities (walking, running, biking, elliptical) combined with muscular endurance exercises. Emphasis is placed on the use of multiple aerobic activities plus muscular endurance exercises.

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area E; MPC, Area E1**

**PFIT 7 DISTANCE TRAINING****1 unit • LG-P/NP • Three hours lab**

This course is designed to develop aerobic endurance through various types of distance training and interval training activities.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 8 AEROBIC CONDITIONING****.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for one unit of credit**

This course focuses 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 are designed to accommodate individual students and their goals.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 9 PERSONAL FITNESS****1 unit • LG-P/NP • Three hours lab**

This course provides activities and information designed to increase individual fitness level of students. It includes cardiovascular training, resistance training, flexibility exercises, nutrition, and individualized fitness programs.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 10A BEGINNING WEIGHT TRAINING****.5-1 unit • LG-P/NP • One and one-half hours lab per week for one-half unit of credit; three hours lab per week for one unit of credit**

This course offers beginning weight training exercises and routines for developing and maintaining muscular tone, strength, and endurance.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 10B INTERMEDIATE WEIGHT TRAINING****.5-1 unit • LG-P/NP • One and one-half hours lab per week for one-half unit of credit; three hours lab per week for one unit of credit**

A continuation of PFIT 10A. It offers intermediate weight training exercises and routines for developing and maintaining muscular tone, strength, and endurance.

**Prerequisites: PFIT 10A (or PFIT 10)****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 10C ADVANCED WEIGHT TRAINING****.5-1 unit • LG-P/NP • One and one-half hours lab per week for one-half unit of credit; three hours lab per week for one unit of credit**

A continuation of PFIT 10B. It offers advanced weight training exercises and routines for developing and maintaining muscular tone, strength, and endurance.

**Prerequisites: PFIT 10B****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 14 EXERCISE FOR HEALTH AND FITNESS****.5 unit • LG-P/NP • One and one-half hours lab**

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.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 15A CORE MATWORK I****.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for one unit of credit**

Students are introduced to beginning body conditioning based on the method of Joseph Pilates. Designed for beginning fitness levels and abilities, Pilates is a unique system of strengthening and stretching exercises that tone muscles, provide flexibility and balance, improve posture, and promote stress reduction and unity of body and mind.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 15B CORE MATWORK II****.5-1 unit • LG-P/NP • Two hours lab for one-half unit of credit; three hours lab for one unit of credit**

This course is a continuation of PFIT 15A. It continues the study of body conditioning based on the method of Joseph Pilates at an intermediate level. Designed for varying fitness levels and abilities. Pilates is a system of strengthening and stretching exercises that tone muscles, provide flexibility and balance, improve posture, and promote stress reduction.

**Prerequisites: PFIT 15A (or PFIT 15)****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 15C CORE MATWORK III****.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for each unit of credit**

A continuation of PFIT 15B. It continues the study of body conditioning based on the method of Joseph Pilates at an intermediate/ advanced level. Designed for varying fitness levels and abilities, Pilates is a system of strengthening and stretching exercises that tone muscles, provide flexibility and balance, improve posture, and promote stress reduction.

**Prerequisites: PFIT 15B****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1**

**PFIT 15D CORE MATWORK IV**

*.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for each unit of credit*

A continuation of PFIT 15C. It continues the study of body conditioning based on the method of Joseph Pilates at an advanced level. Designed for varying fitness levels and abilities, Pilates is a system of strengthening and stretching exercises that tone muscles, provide flexibility and balance, improve posture, and promote stress reduction.

**Prerequisites:** PFIT 15C

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 16A TAI CHI I**

*.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for one unit of credit*

This course offers a series of slow, gentle movements at a beginning level to promote a deeper relationship to the body that increases health, strength, and flexibility if practiced regularly. Class includes exercises for relaxation, deep breathing, and centering.

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 16B TAI CHI II**

*.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for each unit of credit*

A continuation of Tai Chi I. It includes a series of slow, gentle movements done at an intermediate level to promote a deeper relationship to the body that increases health, strength, and flexibility if practiced regularly. Class includes exercises at an intermediate level for relaxation, deep breathing, and centering.

**Prerequisites:** MASD 16A (or PFIT 16A or PFIT 16)

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 16C TAI CHI III**

*.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for each unit of credit*

This course is a continuation of MASD 16B. It includes a series of slow, gentle movements done at an intermediate/advanced level that promote a deeper relationship to the body and increase health, strength, and flexibility if practiced regularly. Class includes intermediate/ advanced exercises for relaxation, deep breathing and centering. A focus on hand movements is included.

**Prerequisites:** MASD 16B (or PFIT 16B)

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 16D TAI CHI IV**

*.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for each unit of credit*

This is a continuation of MASD 16C. It includes a series of slow, gentle movements done at an advanced level to promote a deeper relationship to the body that increases health, strength, and flexibility if practiced regularly. Class includes exercises at an advanced level for relaxation, deep breathing and centering. All 21 Tai Chi forms are used.

**Prerequisites:** MASD 16C (or PFIT 16C)

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 17A YOGA I**

*.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for one unit of credit*

This course offers an introduction to the principles and practice of yoga for a variety of fitness levels and abilities. Through the practice of beginning-level poses and breathing techniques, students relieve stress, promote relaxation, and increase flexibility and strength.

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 17B YOGA II**

*.5-1 unit • LG-P/NP • Two hours lab for one-half unit of credit; three hours lab for one unit of credit*

A continuation of PFIT 17A, this course offers students of varying fitness levels and abilities the principles and practices of yoga at an intermediate level. Through the practice of poses or asanas and breathing techniques, students increase flexibility and strength, promote mindfulness and relaxation, and reduce stress.

**Prerequisites:** PFIT 17A (or PFIT 17)

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 17C YOGA III**

*.5-1 unit • LG-P/NP • Two hours lab for one-half unit of credit; three hours lab for one unit of credit*

A continuation of PFIT 17B, this course offers students the principles and practices of yoga at an intermediate/advanced level. Through the practice of poses or asanas and breathing techniques, students increase flexibility and strength, promote mindfulness and relaxation, and reduce stress. Appropriate for varying fitness levels and abilities.

**Prerequisites:** PFIT 17B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 17D YOGA IV**

**.5-1 unit • LG-P/NP • Two hours lab for one-half unit of credit; three hours lab for one unit of credit**

A continuation of PFIT 17C, this course offers students the principles and practices of yoga at an advanced level. Through the practice of poses or asanas and breathing techniques, students increase flexibility and strength, promote mindfulness and relaxation, and reduce stress. Appropriate for varying fitness levels and abilities.

**Prerequisites:** PFIT 17C

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 18A AEROBIC FITNESS I**

**.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for one unit of credit**

This course offers beginning aerobic exercises and dance routines to music. It is designed for varying fitness levels and abilities to strengthen and tone the body, assist in weight loss, and increase endurance.

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 18B AEROBIC FITNESS II**

**.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for one unit of credit**

This course is a continuation of PFIT 18A. It offers intermediate-level aerobic exercises and dance routines to music designed for varying fitness levels and abilities.

**Prerequisites:** PFIT 18A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 18C AEROBIC FITNESS III**

**.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for one unit of credit**

This course is a continuation of PFIT 18B. It covers intermediate/ advanced aerobic exercises and dance routines to music applicable for varying fitness levels and abilities.

**Prerequisites:** PFIT 18B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 18D AEROBIC FITNESS IV**

**.5-1 unit • LG-P/NP • Two hours lab per week for one-half unit of credit; three hours lab per week for one unit of credit**

This course is a continuation of PFIT 18C. It offers advanced aerobic exercises and dance routines to music appropriate for varying fitness levels and abilities.

**Prerequisites:** PFIT 18C

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 19A BODY SCULPTING I**

**.5 unit • LG-P/NP • Two hours lab**

The course is designed for varying fitness levels and abilities. Students are introduced to beginning muscle resistance exercises and flexibility activities with an emphasis on proper technique and alignment. Students improve muscle endurance, core strength, and functional movement.

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 19B BODY SCULPTING II**

**.5 unit • LG-P/NP • Two hours lab**

A continuation of Body Sculpting I. Students are introduced to intermediate muscle resistance exercises and flexibility activities with an emphasis on proper technique and alignment. Students improve muscle endurance, core strength, and functional movement.

**Prerequisites:** PFIT 19A (or PFIT 19)

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 19C BODY SCULPTING III**

**.5 unit • LG-P/NP • Two hours lab**

A continuation of Body Sculpting II. Students are introduced to intermediate/ advanced muscle resistance exercises and flexibility activities with an emphasis on proper technique and alignment. Students improve muscle endurance, core strength, and functional movement. This course is appropriate for varying fitness abilities and levels.

**Prerequisites:** PFIT 19B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 19D BODY SCULPTING IV**

**.5 unit • LG-P/NP • Two hours lab**

This course is a continuation of PFIT 19C. Students are introduced to advanced level muscle resistance exercises and flexibility activities with an emphasis on proper technique and alignment. Students improve muscle endurance, core strength, and functional movement.

**Prerequisites:** PFIT 19C

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1

**PFIT 20 CIRCUIT TRAINING**

**1 unit • LG-P/NP • Three hours lab**

This course provides resistance training for muscular strength and endurance, alternating with cardiovascular/aerobic training for a total body workout.

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area E; MPC, Area E1



**PFIT 21A FLEXIBILITY AND RELAXATION TECHNIQUES I****.5 unit • LG-P/NP • Two hours lab**

In this course, students learn movement principles related to flexibility and stretching exercises at the beginning level. The course includes discussion of psychological and physiological causes of tension and stress as well as stress-reduction and relaxation exercises.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 21B FLEXIBILITY AND RELAXATION TECHNIQUES II****.5 unit • LG-P/NP • Two hours lab**

This course is a continuation of PFIT 21A. It includes an intermediate stretching and flexibility program for the development of joint flexibility and muscle suppleness. The course combines an intermediate-level of core strengthening, flexibility, balance, and relaxation exercises.

**Prerequisites: PFIT 21A (or PFIT 21)****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 21C FLEXIBILITY AND RELAXATION TECHNIQUES III****.5 unit • LG-P/NP • Two hours lab**

This course is a continuation of PFIT 21B. It includes an advanced stretching and flexibility program for the development of joint flexibility and muscle suppleness. The course combines an advanced level of core strengthening, flexibility, balance, and relaxation exercises.

**Prerequisites: PFIT 21B****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 22A FITNESS THROUGH SWIMMING I****1 unit • LG-P/NP • Four hours lab**

This course is designed to improve the level of physical fitness of beginning students by guiding them individually through a progressive conditioning program in swimming.

**Advisories: PHED 7B or intermediate swimming skills****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 22B FITNESS THROUGH SWIMMING II****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of PFIT 22A. It is designed for students to develop and maintain an intermediate level of fitness through swimming. Emphasis is on the refinement of freestyle, backstroke, and sidestroke through instruction and practice. Butterfly and breaststroke skills, as well as flip turns, are introduced.

**Prerequisites: PFIT 22A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 22C FITNESS THROUGH SWIMMING III****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of PFIT 22B. It is designed for students to develop and maintain an intermediate/advanced level of fitness through swimming. Emphasis is on the further refinement of basic strokes through instruction and practice. Further development of butterfly and breaststroke skills and flip turns is included.

**Prerequisites: PFIT 22B****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 22D FITNESS THROUGH SWIMMING IV****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of PFIT 22C. It is designed for students to develop and maintain an advanced level of fitness through swimming. Emphasis is on the refinement of previously learned swimming skills through instruction and practice.

**Prerequisites: PFIT 22C****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 30A TRIATHLON TRAINING I****1 unit • LG-P/NP • Four hours lab**

In this course, students learn to design and implement personal training programs for triathlon events at the beginning level. Students develop skills in open water swimming, cycling, and running. Emphasis on combining these skills for effective triathlon competition.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 30B TRIATHLON TRAINING II****1 unit • LG-P/NP • Four hours lab**

A continuation of Triathlon Training I. Students learn to design intermediate-level personal training programs for triathlon events, further developing skills in open-water swimming, cycling, and running.

**Prerequisites: PFIT 30A (or PFIT 30)****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 30C TRIATHLON TRAINING III****1 unit • LG-P/NP • Four hours lab**

This course is a continuation of PFIT 30B. Students learn to design advanced-level personal training programs for triathlon events. Additional skills are developed in open-water swimming, cycling, and running.

**Prerequisites: PFIT 30B****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1**

**PFIT 50 INDEPENDENT FITNESS AND TESTING PROGRAM****1 unit • LG-P/NP • Three hours lab**

This course offers 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.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 51 FITNESS AND WELLNESS STRATEGIES****2 units • LG-P/NP • Two hours lecture**

This course addresses lifetime wellness, considering psychological, social, and physiological factors. Students assess current lifestyle patterns in the areas of physical fitness, health risks, nutrition, and stress management. They develop reasonable, specific and measurable goals for behavioral change as part of a wellness/lifestyle plan. May also be offered online.

**Credit transferable: CSU, UC****General Ed. Credit: CSU, Area E; MPC, Area E1****PFIT 60 FITNESS EXERCISE PHYSIOLOGY****1 unit • LG-P/NP • One hour lecture**

This course offers a basic introduction to exercise physiology including how carbohydrates and fats are used during exercise. The neuromuscular system, the cardiorespiratory system, and their responses and applications to exercise are covered. Also covered are the components of physical fitness and environmental considerations.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and 155****Credit transferable: CSU****PFIT 63 FITNESS ANATOMY AND KINESIOLOGY****2 units • LG-P/NP • Two hours lecture**

This 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.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and 155****Credit transferable: CSU****PFIT 90 INDEPENDENT STUDY****.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit**

This course provides a framework for this academic discipline, which is 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.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and ENSL 155****Credit transferable: CSU****PFIT 92 TEACHING AIDE – PHYSICAL FITNESS****1 unit • LG-P/NP • Three hours lab**

This course is designed for students who have the necessary knowledge and ability in an activity to serve as teaching aides for other students. It will provide experience in leading group or individual physical activities.

**Enrollment limitation: Must demonstrate or provide evidence of possession of the require knowledge and abilities necessary to serve as a fitness teaching aide in the desired course.****Credit transferable: CSU**

# Physics

## DEGREE

Physics –  
Associate in Science for Transfer



# Physics

## ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The Associate in Science in Physics for Transfer degree (AS-T in Physics) program provides students with sufficient understanding of the physical world with concepts, laws of physics and qualitative and quantitative reasoning skills to think critically and to analyze real world situations. Successful completion of the transfer degree at Monterey Peninsula College guarantees students acceptance to a California State University (but does not guarantee acceptance to a particular campus or major) to pursue a baccalaureate degree in Physics or related major, in preparation to pursue a career in research, industry, and education. Students must complete the Associate Degree for Transfer requirements to earn the AS-T degree.

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

- Reason qualitatively and logically about physical phenomena using scientific models.
- Apply Newton's laws, thermodynamics, the laws of electricity and magnetism, quantum theory, and the principles of energy conservation to problems involving motion, heat, light, electro-magnetism, and matter.
- Use appropriate instruments to perform scientific experiments to analyze data to check agreements with theoretical predictions.

### Associate in Science for Transfer Degree

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>27</b>
MATH 20A Calculus with Analytic Geometry I (5)	
MATH 20B Calculus with Analytic Geometry II (5)	
MATH 20C Calculus of Several Variables (5)	
PHYS 3A Science and Engineering Physics I (4)	
PHYS 3B Science and Engineering Physics II (4)	
PHYS 3C Science and Engineering Physics III (4)	
<b>TOTAL MAJOR UNITS</b>	<b>27</b>
Associate Degree Requirements (as described above)	27
<i>Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

### PHYS 2A GENERAL PHYSICS I

**4 units • LG-P/NP • Three hours lecture; four hours lab**

This course is intended for students not majoring in physics or engineering but needing a one-year course in physics as a requirement for their major program. The course is part of a two-semester sequence whose contents may be offered in other sequences or combinations. Core topics include: kinematics, dynamics, work and energy, momentum, fluids, and simple harmonic motion. [C-ID PHYS 105]

**Advisories:** MATH 13; eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

### PHYS 2B GENERAL PHYSICS II

**4 units • LG-P/NP • Three hours lecture; four hours lab**

This course is intended for students not majoring in physics or engineering but needing a one-year course in physics as a requirement for their major program. The course is part of a two-semester sequence whose contents may be offered in other sequences or combinations. Core topics include: electrostatics, magnetism, DC circuits, optics, and modern physics. [C-ID PHYS 110]

**Prerequisites:** PHYS 2A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1, B3; IGETC, Area 5A, 5C

### PHYS 3A SCIENCE AND ENGINEERING PHYSICS I

**4 units • LG-P/NP • Three hours lecture; four hours lab**

This course, intended for students majoring in physical sciences and engineering, is part of a three-semester course whose contents may be offered in other sequences or combinations. Core topics include an introduction to kinematics, dynamics, work and energy, momentum, gravitation, and simple harmonic motion. [C-ID PHYS 205]

**Prerequisites:** MATH 20A

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

### PHYS 3B SCIENCE AND ENGINEERING PHYSICS II

**4 units • LG-P/NP • Three hours lecture; four hours lab**

This course, intended for students majoring in physical sciences and engineering, is part of a three-semester course whose contents may be offered in other sequences or combinations. Core topics include electrostatics, magnetism, DC and AC circuits, and Maxwell's equations. [C-ID PHYS 210]

**Prerequisites:** PHYS 3A

**Corequisites:** MATH 20C

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1, B3; IGETC, Area 5A, 5C

**PHYS 3C SCIENCE AND ENGINEERING PHYSICS III**

*4 units • LG • Three hours lecture; four hours lab*

This course, intended for students majoring in physical sciences and engineering, is part of a three-semester course whose contents may be offered in other sequences or combinations. Core topics include mechanical waves, laws of thermodynamics, optics, and modern physics.

[C-ID PHYS 215]

**Prerequisites:** PHYS 3A

**Corequisites:** MATH 20B

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B1, B3; IGETC, Area 5A, 5C

**PHYS 10 INTRODUCTION TO PHYSICS**

*4 units • LG-P/NP • Three hours lecture; three hours lab*

This is a non-mathematical conceptual course for the non-science major. It covers the evolution of physical concepts and their importance and application in the modern world.

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 261

**Credit transferable:** CSU, UC

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

# Physiology

## DEGREES

**Pre-Occupational Therapy –**

Associate in Arts (Transfer Preparation)

**Pre-Physical Therapy –**

Associate in Arts (Transfer Preparation)

# Pre-Occupational Therapy

## ASSOCIATE IN ARTS DEGREE (Transfer Preparation)

This program prepares students to transfer to a four-year program in Occupational Therapy.

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

- Accurately assess knowledge, skills, and abilities in relationship to their educational, career, and/or personal goals.

### Associate in Arts Degree (Transfer Preparation)

Associate Degree Major Requirements	Units
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<b>REQUIRED CORE:</b>	<b>26</b>
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ANAT 1	Human Anatomy (2)
ANAT 2	Human Anatomy Lab (2)
ANTH 4	Introduction to Cultural Anthropology (3)
MATH 16	Elementary Statistics (4)
PHSO 1	Human Physiology (3)
PHSO 2	Human Physiology Lab (2)
PHYS 2A	General Physics I (4)
PSYC 1	General Psychology (3)
SOCI 2	Contemporary Social Problems (3)

<b>Select three units from the following:</b>	<b>3</b>
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ARTB 2	Visual Fundamentals: Two-Dimensional Design (3)
ARTB 4	Color Fundamentals (3)
ARTS 10A	Drawing and Composition I (3)
ARTS 13A	Expressive Drawing I (1.5-3)
ARTS 16	Landscape Drawing and Painting (1.5)

<b>TOTAL MAJOR UNITS</b>	<b>29</b>
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<b>Associate Degree Requirements (as described above)</b>	<b>29</b>
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Contact an MPC counselor for major preparation at specific institutions.

Complete Competency Requirements, and CSU General Education or IGETC Pattern, for a total of 60 transferable units (see pages 74-77).

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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# Pre-Physical Therapy

## ASSOCIATE IN ARTS DEGREE (Transfer Preparation)

This program prepares students to transfer to a four-year program in Physical Therapy.

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

- Accurately assess knowledge, skills, and abilities in relationship to their educational, career, and/or personal goals.

### Associate in Arts Degree (Transfer Preparation)

Associate Degree Major Requirements	Units
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**REQUIRED CORE:**

Select at least 18 units from the following: 18

ANAT 1	Human Anatomy (2)
ANAT 2	Human Anatomy Lab (2)
CHEM 1A	General Chemistry I (5)
CHEM 1B	General Chemistry II (5)
MATH 16	Elementary Statistics (4)
PHYS 2A	General Physics I (4)
PHYS 2B	General Physics II (4)
PHSO 1	Human Physiology (3)
PHSO 2	Human Physiology Lab (2)
PSYC 1	General Psychology (3)

<b>TOTAL MAJOR UNITS</b>	<b>18</b>
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<b>Associate Degree Requirements (as described above)</b>	<b>18</b>
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Contact an MPC counselor for major preparation at specific institutions.

Complete Competency Requirements, and CSU General Education or IGETC Pattern, for a total of 60 transferable units (see pages 74-77).

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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## COURSE DESCRIPTIONS

### PHSO 1 HUMAN PHYSIOLOGY

**3 units • LG • Three hours lecture**

This course offers a study of the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. This course is primarily intended for nursing, allied health, kinesiology, and other health-related majors. [C-ID BIOL 120B]

**Prerequisites:** ANAT 1 and 2; and CHEM 30A

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2; IGETC, Area 5B; MPC, Area B (with PHSO 2)

### PHSO 2 HUMAN PHYSIOLOGY LAB

**2 units • LG • Six hours lab**

This course offers a study of the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. This course is primarily intended for nursing, allied health, kinesiology, and other health-related majors. [C-ID BIOL 120B]

**Prerequisites or corequisites:** PHSO 1

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B3; IGETC, Area 5C; MPC, Area B

### PHSO 90 INDEPENDENT STUDY

**.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit**

This course provides a framework for this academic discipline, which is 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.

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

**Credit transferable:** CSU

# Political Science

## DEGREES

**Political Science –**  
Associate in Arts for Transfer



**Political Science –**  
Associate in Arts

# Political Science

## ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in Political Science for Transfer degree (AA-T in Political Science) program prepares students to analyze practices of power by evaluating the policy-making functions of government, both in the United States and in other countries, social movements, war, and revolution, among other topics. Political science majors receive thorough training in a broad range of quantitative and qualitative methods and learn to conduct research on topics of interest to contemporary political scientists, preparing them for transfer into the CSU system to pursue a baccalaureate degree in Political Science or related area. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Identify the primary theories and methods associated with the four major subfields of the political science.
- Explain the relationship of political outcomes (i.e., constitutions, laws, treaties, wars, etc.) to the institutional structures that have produced them.
- Identify the primary variables in the political development of the institutions of U.S. Government.
- Relate the primary theories of political motivation to the actions of political actors, both individual and institutional.

### Associate in Arts for Transfer Degree

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>3</b>
POLS 1 Introduction to American Government and Politics (3)	
<b>LIST A: Select three courses of the following:</b>	<b>9-10</b>
POLS 2 Introduction to Comparative Government and Politics (3)	
POLS 3 Introduction to Political Theory and Thought (3)	
POLS 4 Introduction to International Relations (3)	
POLS 7 Introduction to Political Science Research Methods (3) or MATH 16 Elementary Statistics (4)	
<b>LIST B: Select two courses from the following or any course from LIST A not already selected:</b>	<b>6-7</b>
POLS 5 Politics of Developing Countries (3)	
POLS/GWOS 10 Gender in American Politics (3)	
POLS/ETNC 16 African-Americans in American Government (3)	
POLS/ETNC 18 Latinos in American Government (3)	
<b>TOTAL MAJOR UNITS</b>	<b>18-19</b>

**Associate Degree Requirements (as described above)** **18-19**

Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).

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

# Political Science

## ASSOCIATE IN ARTS DEGREE

The Political Science Associate in Arts at Monterey Peninsula College prepares students to analyze practices of power by evaluating the policy-making functions of government in both the U.S. and in other countries, social movements, war, and revolution, among other topics. Emphasis is placed on acquiring skill using quantitative and qualitative methods and a broad knowledge of the history of politics, as well as the scope of the four predominate subfields of political science in preparation for transfer to a UC or other four-year institution to pursue a baccalaureate degree in Political Science. Students must complete the Associate Degree requirements to earn an AA in Political Science.

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

- Critically examine and comprehend human nature, social behavior, and/or institutions.
- Identify the primary theories and methods associated with the four major subfields of the political science.
- Design research projects that reflect the best practices of political science and manifest a clear understanding of the difference between causation and correlation.
- Explain the relationship of political outcomes (i.e., constitutions, laws, treaties, wars, etc.) to the institutional structures that have produced them.
- Identify the primary variables in the political development of the institutions of U.S. Government.
- Relate the primary theories of political motivation to the actions of political actors, both individual and institutional.

### Associate in Arts Degree

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>6</b>
POLS 1 Introduction to American Government and Politics (3)	
POLS 7 Introduction to Political Science Research Methods (3)	
<b>Select two of the following:</b>	<b>6</b>
POLS 2 Introduction to Comparative Government and Politics (3)	
POLS 3 Introduction to Political Theory and Thought (3)	
POLS 4 Introduction to International Relations (3)	
<b>Select two of the following:</b>	<b>6-7</b>
MATH 16 Elementary Statistics (4)	
POLS 5 Politics of Developing Countries (3)	
POLS/GWOS 10 Gender in American Politics (3)	
POLS/ETNC 16 African-Americans in American Government (3)	
POLS/ETNC 18 Latinos in American Government (3)	
<b>TOTAL MAJOR UNITS</b>	<b>18-19</b>
<b>Associate Degree Requirements (as described above)</b>	<b>18-19</b>
<i>Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

### POLS 1 INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS

**3 units • LG-P/NP • Three hours lecture**

An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. May also be offered online. [C-ID POLS 110]

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

**Credit transferable:** CSU, UC

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

### POLS 2 INTRODUCTION TO COMPARATIVE GOVERNMENT AND POLITICS

**3 units • LG-P/NP • Three hours lecture**

Comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences. May also be offered online. [C-ID PHYS 130]

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

### POLS 3 INTRODUCTION TO POLITICAL THEORY AND THOUGHT

**3 units • LG-P/NP • Three hours lecture**

Examination of various theoretical approaches to politics and of basic political problems and proposed solutions. Analysis of selected political theories and of the relevance of theory to contemporary problems. [C-ID POLS 120]

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

### POLS 4 INTRODUCTION TO INTERNATIONAL RELATIONS

**3 units • LG-P/NP • Three hours lecture**

An introduction to international relations theory with an examination of national, international, transnational, and sub-national actors and their institutions, interactions, and processes as they relate to global issues. [C-ID POLS 140]

**Advisories:** Eligibility for ENGL 111 or ENSL 110

**Credit transferable:** CSU, UC

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

### POLS 5 POLITICS OF DEVELOPING COUNTRIES

**3 units • LG-P/NP • 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. May also be offered online.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

### POLS 7 INTRODUCTION TO POLITICAL SCIENCE RESEARCH METHODS

**3 units • LG-P/NP • Three hours lecture**

This course surveys the research methods employed in political science. Research design, experimental procedures, descriptive methods, instrumentation, and the collection, interpretation, and reporting of research data, and the ethics of research are introduced. [C-ID POLS 160]

**Advisories:** MATH 16; eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** MPC, Area A2, D

### POLS 10 GENDER IN AMERICAN POLITICS

**3 units • LG-P/NP • Three hours lecture**

This course focuses on American government at the national, state, and local levels, emphasizing roles and influence of women from contemporary and historical perspective, especially the legal and civil rights of women in areas of employment, law, and public participation. Also offered as Gender and Women's Studies 10; credit may be earned only once. May also be offered online.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

### POLS 16 AFRICAN-AMERICANS IN AMERICAN GOVERNMENT

**3 units • LG-P/NP • 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 America's 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 1A

**Credit transferable:** CSU, UC

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

**POLS 18 LATINOS IN AMERICAN GOVERNMENT**

**3 units • LG-P/NP • Three hours lecture**

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

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

**POLS 90 INDEPENDENT STUDY**

**.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit**

This course provides a framework for this academic discipline, which is 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.

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

**Credit transferable: CSU**

# Psychology

## DEGREE

**Psychology –**  
Associate in Arts for Transfer



# Psychology

## ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in Psychology for Transfer degree (AA-T in Psychology) program introduces students to psychology as a science, including major perspectives in historical and contemporary psychology, and exposes students to a variety of subfields in psychology. Courses may be taken to satisfy individual or professional needs, to satisfy General Education requirements, or to prepare students to transfer into the CSU system to pursue a baccalaureate degree in Psychology or related major. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Explain the major concepts, theoretical perspectives, basic research methods, and empirical findings in psychology.
- Utilize critical and creative thinking, skeptical inquiry, and when possible, the scientific approach to solve problems related to behavior and mental processes.
- Apply psychological principles to personal and social issues.

### Associate in Arts for Transfer Degree

Associate Degree Major Requirements		Units
<b>REQUIRED CORE:</b>		<b>13</b>
PSYC 1	General Psychology (3)	
PSYC 10	Introduction to Research Methods in Psychology (3)	
PSYC/SOCI 19	Introduction to Statistics for the Social Sciences (4)	
	or MATH 16 Elementary Statistics (4)	
PSYC 38	Biological Psychology (3)	
<b>Select one course from the following:</b>		<b>3</b>
PSYC/SOCI 3	Introduction to Social Psychology (3)	
PSYC 25	Lifespan Development (3)	
<b>Select any course not used above or one of the following:</b>		<b>3</b>
PSYC 6	Psychology of Women (3)	
PSYC 35	Introduction to Abnormal Psychology (3)	
PSYC 40	Human Sexuality (3)	
<b>TOTAL MAJOR UNITS</b>		<b>19</b>
<b>Associate Degree Requirements (as described above)</b>		<b>19</b>
<i>Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 72-75).</i>		
<b>TOTAL DEGREE UNITS</b>		<b>60</b>



## COURSE DESCRIPTIONS

### PSYC 1 GENERAL PSYCHOLOGY

**3 units • LG-P/NP • Three hours lecture**

Psychology is the scientific study of behavior and mental processes. The content focuses on the exploration of major psychological theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior, perception, cognition and consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology. May also be offered online. [C-ID PSY 110]

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

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

### PSYC 3 INTRODUCTION TO SOCIAL PSYCHOLOGY

**3 units • LG-P/NP • Three hours lecture**

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group are examined. Emphasized topics include aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition. Also offered as Sociology 3; credit may be earned only once. [C-ID PSY 170]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### PSYC 6 PSYCHOLOGY OF WOMEN

**3 units • LG-P/NP • Three hours lecture**

This course focuses on the psychological, social, and biological factors that influence women's personality, behavior, and self-image throughout the life cycle. The course explores ways to promote development of women's full potential and optimum mental health. Portions of instruction may be offered online; may also be offered fully online.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### PSYC 10 INTRODUCTION TO RESEARCH METHODS IN PSYCHOLOGY

**3 units • LG-P/NP • Three hours lecture**

This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology are examined through a review of research in a variety of the subdisciplines of psychology. Portions of instruction may be offered online; may also be offered fully online. [C-ID PSY 200]

**Prerequisites: MATH 16 or PSYC 19 or SOCI 19; PSYC 1**

**Advisories: ENGL 1A**

**Credit transferable: CSU, UC**

### PSYC 19 INTRODUCTION TO STATISTICS FOR THE SOCIAL SCIENCES

**4 units • LG-P/NP • Four hours lecture**

This course introduces statistical methods for collecting and analyzing data in the social sciences. Topics include basic research design, descriptive statistics, probability and sampling distributions, statistical inference and power, linear correlation and regression, t-test and one-way analysis of variance, and chi-square. Students use appropriate technology (e.g., calculators and SPSS) to analyze real-world data and report results using American Psychological Association and American Sociological Association styles. This course is intended for students majoring in the behavioral/social sciences. Also offered as Sociology 19; credit may be earned only once. [C-ID SOCI 125]

**Prerequisites: MATH 260; or MATH 263; or qualifying math assessment score**

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area B4; IGETC, Area 2A; MPC, Area A2, D**

### PSYC 25 LIFESPAN DEVELOPMENT

**3 units • LG-P/NP • Three hours lecture**

This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems. May also be offered online. [C-ID PSY 180]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

**MPC, Area D, E1**

### PSYC 35 INTRODUCTION TO ABNORMAL PSYCHOLOGY

**3 units • LG-P/NP • Three hours lecture**

This course introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. [C-ID PSY 120]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

**PSYC 38 BIOLOGICAL PSYCHOLOGY**

**3 units • LG-P/NP • Three hours lecture**

This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders are addressed.

The course also notes historical contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research. May also be offered online.

[C-ID PSY 150]

**Prerequisites:** PSYC 1

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B2, D, E; IGETC, Area 4, 5B; MPC, Area D

**PSYC 40 HUMAN SEXUALITY**

**3 units • LG-P/NP • Three hours lecture**

This course is an introductory overview of the field of human sexuality. Human sexuality is examined from psychological, biological, sociocultural, and historical perspectives. Students are encouraged to become aware of their own sexual attitudes, values, and behaviors and to evaluate the consistency of their behaviors within their own moral frameworks.

Current sex norms and various aspects of interpersonal and individual sexual adjustment are explored. Provider approved by the California Board of Registered Nursing, Provider Number 00184 for 45 contact hours.

[C-ID PSY 130]

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

**PSYC 50 HEALTH PSYCHOLOGY**

**3 units • LG-P/NP • 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.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU

**General Ed. Credit:** CSU, Area D, E; MPC, Area D, E1

# Real Estate

## DEGREE

**Real Estate –**

Associate in Science (Career Technical)

## CERTIFICATE OF ACHIEVEMENT

**Real Estate (Career Technical)**

# Real Estate

## CERTIFICATE OF ACHIEVEMENT (Career Technical) & ASSOCIATE IN SCIENCE DEGREE (Career Technical)

The Real Estate program offers courses that are designed to meet qualification requirements for California State Real Estate License Examinations as well as a range of additional courses leading to an Associate in Science degree in Real Estate.

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

- Explain and apply to a specific factual situation the Realtor Code of Ethics and the Regulations of the Department of Real Estate.
- Describe the different methods for holding and conveying interests in real property.
- Explain how a real estate office is established and operated.
- Explain the fiduciary responsibility owed by a real estate agent to her/his principal.

### Certificate of Achievement (Career Technical)

Certificate Requirements		Units
<b>REQUIRED CORE:</b>		<b>21</b>
REAL 50	Principles of Real Estate (3)	
REAL 51	Real Estate Practice (3)	
REAL 52	Legal Aspects of Real Estate (3)	
REAL 53	Real Estate Finance (3)	
REAL 54	Real Estate Economics (3)	
REAL 56	Real Estate Property Management (3)	
REAL 57A	Real Estate Appraisal I (3)	
<b>TOTAL CERTIFICATE UNITS</b>		<b>21</b>

### Associate in Science Degree (Career Technical)

Associate Degree Major Requirements		Units
<b>Certificate Requirements (as described above)</b>		<b>21</b>
BUSI 18	Business Law	3
BUSI 20	Introduction to Business	3
BUSI 42	Human Resources Management	3
BUSI 70	Business Communication	3
<b>TOTAL MAJOR UNITS</b>		<b>33</b>
<b>Associate Degree Requirements (as described above)</b>		<b>33</b>

*Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 74-75, 78).*

<b>TOTAL DEGREE UNITS</b>	<b>60</b>
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## COURSE DESCRIPTIONS

### REAL 50 PRINCIPLES OF REAL ESTATE

**3 units • LG-P/NP • 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. May also be offered online.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**  
**General Ed. Credit: MPC, Area E2**

### REAL 51 REAL ESTATE PRACTICE

**3 units • LG-P/NP • Three hours lecture**

This course covers day-to-day operations in real estate brokerage. Topics include listing procedures, effective advertising, sales techniques, financing, appraising, property management, and leasing. Course meets qualification requirement for California State Real Estate License Examinations. May also be offered online.

**Advisories: Eligibility for ENGL 1A**  
**Credit transferable: CSU**

### REAL 52 LEGAL ASPECTS OF REAL ESTATE

**3 units • LG-P/NP • 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 or ENSL 110 and 155**  
**Credit transferable: CSU**

### REAL 53 REAL ESTATE FINANCE

**3 units • LG-P/NP • 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 or ENSL 110 and 155**  
**Credit transferable: CSU**

### REAL 54 REAL ESTATE ECONOMICS

**3 units • LG-P/NP • 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 or ENSL 110 and 155**  
**Credit transferable: CSU**

### REAL 56 REAL ESTATE PROPERTY MANAGEMENT

**3 units • LG-P/NP • Three hours lecture**

This course is 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 is placed on methods, techniques and procedures to ensure cost effectiveness and financial security. May also be offered online.

**Advisories: Eligibility for ENGL 111 or ENSL 110 and 155**  
**Credit transferable: CSU**

### REAL 57A REAL ESTATE APPRAISAL I

**3 units • LG-P/NP • 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**  
**Credit transferable: CSU**

# Sign Language

See *AMERICAN SIGN LANGUAGE*.

# Sociology

## DEGREE

**Sociology –**  
Associate in Arts for Transfer



# Sociology

## ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in Sociology for Transfer degree (AA-T in Sociology) offers a rich and dynamic core curriculum that combines general and topical courses. All classes build on existing campus diversity by emphasizing multicultural approaches to teaching and learning.

By engaging students' own experiences and interests, sociology bridges school and community, offering students opportunities to apply new knowledge through participatory action research and service learning projects. The program prepares students to transfer into the CSU system to pursue a baccalaureate degree in Sociology or related major. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Explain the process of socialization in terms of human development in different social contexts and societies.
- Develop appropriate research questions, design well-developed research projects at the undergraduate level, and effectively apply empirical methods to the study of society, generating well-evidenced, rational explanations for social outcomes, phenomena, practices, and processes.
- Describe how social structures of class, culture, gender, race, and sexuality affect life changes.
- Critically analyze and explain the relationship between individual behavior and society.

### Associate in Arts for Transfer Degree

#### Associate Degree Major Requirements Units

#### **REQUIRED CORE:** 9-10

SOCI 1 Introduction to Sociology (3)

#### **AND any two courses from the following:**

MATH 16 Elementary Statistics (4)

SOCI 2 Contemporary Social Problems (3)

SOCI 15 Introduction to Research Methods (3)

#### **LIST A: Select two courses from the following or any course from REQUIRED CORE not already selected:** 6-7

SOCI/PSYC 3 Introduction to Social Psychology (3)

SOCI 12 Introduction to Gender and Sexuality (3)

SOCI/ETNC 13 Introduction to Race and Ethnicity (3)

SOCI 17 Introduction to Crime and Deviance (3)

SOCI 40 Sociology of Marriages and Families (3)

**LIST B: Select one course from the following or any course from REQUIRED CORE or LIST A not already selected:** 3-4

SOCI 11 Mass Media and Popular Culture (3)

SOCI/ETNC 14 Sociology of Latinos and Latinas (3)

**TOTAL MAJOR UNITS** 18-19

**Associate Degree Requirements (as described above)** 18-19

Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).

**TOTAL DEGREE UNITS** 60

## COURSE DESCRIPTIONS

### SOCI 1 INTRODUCTION TO SOCIOLOGY

**3 units • LG-P/NP • Three hours lecture**

Introductory study of basic concepts, theoretical approaches, and key methods of sociology. Topics include analysis of social structures, socialization and the self, culture and diversity, group dynamics, deviance and social control, social stratification, and global social change. May also be offered online. [C-ID SOCI 110]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### SOCI 2 CONTEMPORARY SOCIAL PROBLEMS

**3 units • LG-P/NP • Three hours lecture**

This course offers an identification and analysis of contemporary social problems including 1) the role of power and ideology in the definition of social problems; 2) their causes and consequences; 3) evaluations of proposed solutions; and (4) methods of inter-vention. May also be offered online. [C-ID PSY 115]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

### SOCI 3 INTRODUCTION TO SOCIAL PSYCHOLOGY

**3 units • LG-P/NP • Three hours lecture**

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group are examined. Emphasized topics include aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition. Also offered as Psychology 3; credit may be earned only once.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

**SOCI 11 MASS MEDIA AND POPULAR CULTURE****3 units • LG-P/NP • Three hours lecture**

This course covers the development and social effects of mass media during the 20th century, especially in the United States. It also covers popular culture forms, youth culture, and mass media's role in shaping entertainment, fashion, film, leisure, music, sports, television, the internet, and social media. It examines how mass media and popular cultures reflect and reproduce race, class, gender, and sexual identities and structures. It also considers social struggles over censorship, freedom of expression, decency, and democracy. Instruction employs contemporary theories and methods from sociology, American studies, cultural studies, ethnic studies, and feminist studies.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D****SOCI 12 INTRODUCTION TO GENDER AND SEXUALITY****3 units • LG-P/NP • Three hours lecture**

This course applies sociological theory and method to the study of gender and sexuality in cross-cultural perspective. It includes historical and contemporary analysis of masculinities and femininities and their relationship to social institutions, such as the family, schools, the military, religion, mass media, and popular culture. It examines the impact of economic and political change on sexuality, and gender expectations and practices. The approach uses macro-level analysis of institutional effects on gender construction and sexuality, and micro-level analysis of socialization and "doing gender." It considers how the intersecting axis of race, class, gender, and sexuality shape individual and group experience. [C-ID SOCI 140]

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D****SOCI 13 INTRODUCTION TO RACE AND ETHNICITY****3 units • LG-P/NP • Three hours lecture**

This course is an introduction to the sociological analysis of race, ethnicity, and racism. Examines the cultural, political, and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, and patterns of interaction between various racial and ethnic groups. Also offered as Ethnic Studies 13; credit may be earned only once. [C-ID SOCI 150]

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F****SOCI 14 SOCIOLOGY OF LATINOS AND LATINAS****3 units • LG-P/NP • Three hours lecture**

Through sociological perspectives, this course examines the contemporary experiences of different Latino/Latina groups in the U.S., focusing on regional, national, and global processes. It examines how Latino/Latina groups have been incorporated into, and have contributed to the development of, the economic, political, social, and cultural systems in the United States. The course also emphasizes the interconnections among social processes, group interaction, and individual identity formation. It addresses how overlapping social categories such as national origin, race, class, gender, age, and sexuality shape the lives of Latinos and Latinas. Also offered as Ethnic Studies 14; credit may be earned only once.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D****SOCI 15 INTRODUCTION TO RESEARCH METHODS****3 units • LG-P/NP • Three hours lecture**

In this course, students examine fundamental elements of empirical research and the ways sociologists think critically. The course includes attention to the nature of theory, hypotheses, variables, and ethics of research. It also covers application of qualitative and quantitative analytic tools including logic and research design, such as survey, observational, experimental, case study, content analysis, and comparative historical research. [C-ID SOCI 120]

**Prerequisites: SOCI 1****Advisories: MATH 16; eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: MPC, Area A2, D****SOCI 16 GLOBAL AND URBAN STUDIES****3 units • LG-P/NP • Three hours lecture**

This course examines contemporary social, cultural, economic, political, and environmental change related to urbanization and rapid population growth in global urban contexts. It focuses on the emergence and repercussions of a global economy, the globalization of culture, transnational migrations, technological and environmental changes, and global social movements. It also considers urban, rural, and suburban development, as well as debates over globalization and the sometimes violent political, ethnic, and religious responses to what is perceived as cultural and economic homogenization on a global scale.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area D****SOCI 17 INTRODUCTION TO CRIME AND DEVIANCE****3 units • LG-P/NP • Three hours lecture**

This course is an introduction to the sociological analysis of crime/ criminalization, deviance, and the development of modern criminal justice systems. It explores the history and social construction of crime and deviance and examines the definition of crime and its violations as well as the laws and methods used to reduce criminal behavior. It also compares measures of crime and basic theoretical explanations of criminal behavior, alongside competing theories of justice. [C-ID SOCI 160]

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area D; IGETC, Area 4; MPC, Area D**

**SOCI 19 INTRODUCTION TO STATISTICS FOR THE SOCIAL SCIENCES****4 units • LG-P/NP • Four hours lecture**

This course introduces statistical methods for collecting and analyzing data in the social sciences. Topics include basic research design, descriptive statistics, probability and sampling distributions, statistical inference and power, linear correlation and regression, t-test and one-way analysis of variance, and chi-square. Students use appropriate technology (e.g., calculators and SPSS) to analyze real-world data and report results using American Psychological Association and American Sociological Association styles. This course is intended for students majoring in the behavioral/social sciences. Also offered as Psychology 19; credit may be earned only once. [C-ID SOCI 125]

**Prerequisites:** MATH 260; or MATH 263; or qualifying math assessment score

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**General Ed. Credit:** CSU, Area B4; IGETC, Area 2A; MPC, Area A2, D

**SOCI 22 ASIAN AMERICANS AND PACIFIC ISLANDERS IN AMERICAN SOCIETY****3 units • LG-P/NP • Three hours lecture**

This course is a comparative analysis of how Asian Pacific American communities have adjusted to the American democratic systems over the past century. Their access to legal rights as refugees, alien residents, nationals, and citizens at the federal, state, and local levels is examined. The course also explores their varied expectations, successes, patterns of assimilation or accommodation, and resistance within the context of federal constitution and varied legal institutions by diverse Asian Pacific American ethnic communities. Also offered as Ethnic Studies 22; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

**SOCI 40 SOCIOLOGY OF MARRIAGES AND FAMILIES****3 units • LG-P/NP • Three hours lecture**

Sociological analysis of the family, including historical and recent changes, present nature, and the socio-cultural and economic forces shaping these changes. May also be offered online. [C-ID SOCI 130]

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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

**SOCI 90 INDEPENDENT STUDY****.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit**

This course provides a framework for this academic discipline, which is 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.

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

**Credit transferable:** CSU

# Spanish

**DEGREE**

**Spanish –**  
Associate in Arts for Transfer

**CERTIFICATE OF TRAINING**

**Spanish Language**

# Spanish

**ASSOCIATE IN ARTS FOR TRANSFER DEGREE**

The Associate in Arts in Spanish for Transfer degree (AA-T in Spanish) program offers a comprehensive approach to Spanish language learning. It incorporates all aspects of the language, including the basic language skills (listening, speaking, reading, writing, grammar, and culture) with emphasis on conversation practice, linguistic competence, and cultural awareness. Two distinct tracks are offered for completing this program, equal in credit but tailored to the specific needs of non-native vs. heritage-speaking students. The latter will take parallel courses specifically designed for Spanish speakers. The goal is that they are able to recognize fossilized errors as well as identify linguistic and cultural differences between Spanish and English discourses. The combination of the core courses and the wide variety of electives offered within the degree program prepares students to transfer into the CSU system to pursue a baccalaureate degree in Spanish or similar major. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Engage in conversation and interactions with speakers of the Spanish language using the necessary rules of pronunciation, grammar and syntax.
- Understand and interpret spoken Spanish and respond to it at all levels of proficiency.
- Understand and interpret Spanish reading passages at various levels of proficiency.
- Convey information, concepts and ideas in writing to an audience of Spanish readers on a variety of topics.
- Exhibit a comprehensive understanding of the Spanish culture and its social and cultural influences.

**Associate in Arts for Transfer Degree****Associate Degree Major Requirements****Units****REQUIRED CORE:****15-20**

SPAN 1A	Elementary Spanish I (5)	
or SPAN 1-SA	Elementary Spanish for Spanish Speakers I (5)	
SPAN 1B	Elementary Spanish II (5)	
or SPAN 1-SB	Elementary Spanish for Spanish Speakers II (5)	
SPAN 2A	Intermediate Spanish I (5)	
SPAN 2B	Intermediate Spanish II (5)	

**LIST A: Select one course from the following:**

3-5

- ANTH/ETNC 21 Ancient Civilizations of Mesoamerica (3)
- FREN 1A Elementary French I (5)
- FREN 1B Elementary French II (5)
- FREN 2A Intermediate French I (5)
- HIST 20 History of Mexico (3)
- ITAL 1A Elementary Italian I (5)
- ITAL 1B Elementary Italian II (5)
- SPCH 3 Interpersonal Communication (3)

**Substitution Courses: Students who begin beyond the level of SPAN 1A in the Required Core will substitute courses from LIST A to achieve the minimum 18 units required for the major. Below are additional courses approved for substitution. Other substitutions may be made at the discretion of the college.**

- ANTH 4 Introduction to Cultural Anthropology (3)
- GEOG 4 Introduction to Human Geography (3)
- HIST 10 Modern Latin America (3)
- POLS/ETNC 18 Latinos in American Government (3)
- SOCI 1 Introduction to Sociology (3)
- SOCI 12 Introduction to Gender and Sexuality (3)
- SOCI/ETNC 13 Introduction to Race and Ethnicity (3)
- SOCI/ETNC 14 Sociology of Latinos and Latinas (3)
- SPCH 4 Intercultural Communication (3)

**TOTAL MAJOR UNITS 18-25**

**Associate Degree Requirements (as described above) 18-25**

Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).

**TOTAL DEGREE UNITS 60**

# Spanish Language

## CERTIFICATE OF TRAINING

Students who study Spanish learn about the grammar of this popular language, and about the history and culture of the Spanish and people in numerous Spanish-speaking countries. Students who receive a Certificate of Training in Spanish have demonstrated that they are familiar with and can communicate in Spanish and written Spanish at the intermediate-high level, including but not limited to being able to converse with native Spanish speakers about the present, past, and future; express emotions and opinions in appropriate situations; and understand the main ideas and key concepts of the culture of many major Spanish-speaking countries. This Certificate recognizes progress that students have made toward mastering Spanish and assists students who are seeking careers in a wide variety of fields (e.g., medicine, retail, education, etc.) that value multilingualism and/or cater specifically to Spanish-speaking customers.

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

- Speak, read, listen and write Spanish to communicate at an intermediate-high level as defined by the American Council on the Teaching of Foreign Languages (ACTFL).
- Explain cultural differences at a third-semester level of understanding.

### Certificate of Training

Certificate Requirements		Units
SPAN 1A	Elementary Spanish I	5
SPAN 1B	Elementary Spanish II	5
SPAN 2A	Intermediate Spanish I	5
<b>TOTAL CERTIFICATE UNITS</b>		<b>15</b>

## COURSE DESCRIPTIONS

### SPAN 1A ELEMENTARY SPANISH I

**5 units • LG-P/NP • Five hours lecture**

This introductory course teaches beginning language acquisition in a cultural context through listening, speaking, reading, and writing. The students will interact with authentic language in cultural context. [C-ID SPAN 100]

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C**

### SPAN 1B ELEMENTARY SPANISH II

**5 units • LG-P/NP • Five hours lecture**

This course continues to teach language acquisition in a cultural context through listening, speaking, reading, and writing at the second semester level. The students will continue to interact with authentic language in cultural context. [C-ID SPAN 110]

**Prerequisites: SPAN 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C**

**SPAN 1S-A ELEMENTARY SPANISH FOR SPANISH SPEAKERS I****5 units • LG-P/NP • Five hours lecture**

This course is parallel to SPAN 1A, but is designed for Spanish speakers or other linguistically qualified students with limited to no formal study of the language. It is conducted totally in Spanish, with emphasis on grammar and writing. It provides instruction that builds upon their cultural heritage and knowledge. The course builds literacy development in Spanish with emphasis on orthography, learning of homophones, accents, building vocabulary, reading, and writing skills. The course increases awareness of linguistic registers, discusses items beyond the familiar routine, and instills an appreciation to Hispanic cultures manifested in Spanish-speaking countries and in the United States. [C-ID SPAN 220]

**Advisories: Native Spanish-speaking ability****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C****SPAN 1S-B ELEMENTARY SPANISH FOR SPANISH SPEAKERS II****5 units • LG-P/NP • Five hours lecture**

This course is parallel to SPAN 1B, but for Spanish speakers. It is designed for students from a Spanish-speaking with some formal training in Spanish and the ability to read and write in the language. It is conducted entirely in Spanish with emphasis on grammar, reading, and writing. Introduction to research, composing, writing and proof-reading different types of essays. The course continues to provide instruction that builds upon the existing reading, writing, speaking, and listening skills and their cultural heritage and knowledge. Special attention is given to strengthening composition skills in Spanish. Introduction to Hispanic literature and culture. Cultural projects and readings reinforce learners' understanding of U.S.-Latino issues, literature, and culture. [C-ID SPAN 230]

**Prerequisites: SPAN 1S-A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C****SPAN 2A INTERMEDIATE SPANISH I****5 units • LG-P/NP • Five hours lecture**

This course teaches culture and facilitates language acquisition through listening, speaking, reading, and writing. Students will continue to interact with authentic language in context. Content is expanded beyond "survival" needs of the immediate environment in order to express personal meaning and to apply different strategies and techniques to go beyond casual conversation and express opinions, make suggestions on familiar topics, as well as some abstract issues and plans. Students demonstrate an increased awareness of cultural norms, values, and culturally relevant appropriate customs and events. Accuracy becomes quite high for high-frequency structures and vocabulary but more complex discourse is still developing and requires a somewhat sympathetic listener or reader. Students will demonstrate the ability to think critically by analyzing linguistic structures and reflecting on and making cross-cultural comparisons. This course should be taught in Spanish. [C-ID SPAN 200]

**Prerequisites: SPAN 1B****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C****SPAN 2B INTERMEDIATE SPANISH II****5 units • LG-P/NP • Five hours lecture**

This course continues to expand upon culture and facilitate language acquisition through listening, speaking, reading, and writing. Students will interact with more sophisticated authentic language in context. Content continues to expand in order to express more complex ideas in order to express personal meaning and to apply different strategies and techniques to go beyond casual conversation and express opinions, make suggestions on familiar topics, as well as some abstract issues and plans. Students demonstrate an increased awareness of cultural norms, values, and culturally relevant appropriate customs and events. Accuracy becomes quite high for high-frequency structures and vocabulary but more complex discourse is still developing and requires a somewhat sympathetic listener or reader. Students will continue to demonstrate the ability to think critically by analyzing linguistic structures and reflecting on and making cross-cultural comparisons. This course is taught in Spanish. [C-ID SPAN 210]

**Prerequisites: SPAN 2A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C****SPAN 50 INTERMEDIATE SPANISH CONVERSATION****1.5 units • LG-P/NP • 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.

**Prerequisites: SPAN 2A****Credit transferable: CSU, UC****General Ed. Credit: MPC, Area C**

# Special Education

See **LEARNING SKILLS**.

# Speech Communication

See **COMMUNICATION STUDIES**.



# Theatre Arts

## DEGREES

**Theatre Arts –**  
Associate in Arts for Transfer



**Theatre Arts –** Associate in Arts

## CERTIFICATE OF ACHIEVEMENT

**Theatre Arts**

# Theatre Arts

## ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Monterey Peninsula College Theatre Arts program offers a balanced approach to both the academic study and practical application of the knowledge, skills, and techniques essential to the theatrical experience. In addition to rigorous academic study and coursework, the theatre major will have the opportunity to experience participation in a variety of live productions of plays and musicals from a multiplicity of viewpoints in performance, creative, and technical aspects. Students will be prepared to transfer into the CSU system to pursue a baccalaureate degree in Theatre Arts or related major. Students must complete the Associate Degree for Transfer requirements to earn the AA-T degree.

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

- Demonstrate an ability to accurately assess knowledge, skills, and abilities in relationship to their educational, career, and/or personal goals.
- Demonstrate knowledge of how and why the performing arts are unique from the humanities, and how inherent meaning in the arts transcends written and verbal communication.
- Compare and apply techniques in performance and technical theatre learned in a classroom and/or lab environment to the requirements inherent in theatrical production.
- Create or participate in a performance or performances, to the satisfaction of the Theatre Arts faculty, so as to demonstrate an intuitive awareness inherent in those works as well as a degree of acting, directing or technical ability appropriate to the projects and program.

### Associate in Arts for Transfer Degree

Associate Degree Major Requirements	Units
<b>REQUIRED CORE:</b>	<b>6</b>
THEA 1 Introduction to Theatre (3)	
THEA 15A Acting I (3)	
<b>REQUIRED ELECTIVES:</b>	
<b>Select one course from the following:</b>	<b>3</b>
THEA 35A Musical Theatre Production - Contemporary (3)	
THEA 35B Musical Theatre Production - Classical (3)	
THEA 35C Musical Theatre Production - Opera/Operetta (3)	
THEA 35D Musical Theatre Production - Experimental/Adapted (3)	
THEA 40A Main Stage Production - Comedy (3)	
THEA 40B Main Stage Production - Dramatic (3)	
THEA 40C Main Stage Production - Classical (3)	
THEA 40D Main Stage Production - Original/Experimental (3)	

**LIST A: Select three courses from the following:** **9**

**Any one REQUIRED ELECTIVE not already selected (3)**

- THEA 15B Acting II (3)
- THEA 21A Theatre Workshop I (3)
- THEA 21B Theatre Workshop II (3)
- THEA 23 Introduction to Stage Lighting (3)
- THEA 24 Fundamentals of Costume Design (3)
- THEA 25 Stage Makeup (3)

**TOTAL MAJOR UNITS** **18**

**Associate Degree Requirements (as described above)** **18**

*Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 74-77).*

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

# Theatre Arts

## CERTIFICATE OF ACHIEVEMENT & ASSOCIATE IN ARTS DEGREE

The Theatre Arts program allows you to gain skills sharpening your mind, body, and voice. The department offers a range of classes for those just getting started in performance and seeking general theatre appreciation all the way to more advanced specialized classes in physical theatre, mastering styles, or specific technical theatre study in stage craft, costumes, lighting, and sound. We currently offer AA degrees in acting, direction, and technical theatre.

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

- Demonstrate knowledge of how and why the performing arts are unique from the humanities, and how inherent meaning in the arts transcends written and verbal communication.
- Perform in a variety of diverse theatrical genres, forms and styles through a combination of intellectual, emotional, physical and verbal approaches.
- Analyze performance in a manner which demonstrates both an awareness of the craft, skill and discipline employed and also the intuitive values expressed by the performance.

### Certificate of Achievement

Certificate Requirements	Units
<b>REQUIRED CORE:</b>	<b>15</b>
THEA 1 Introduction to Theatre (3)	
THEA 11 Voice and Oral Interpretation (3)	
THEA 15A Acting I (3)	
THEA 18A Beginning Directing (3)	
THEA 21A Theatre Workshop I (3)	

Select 9 units from I, II, or III:

9

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

**a. Performance:**

- THEA 15B Acting II (3)
- THEA 15C Advanced Acting(3)
- THEA 16A Acting for the Camera I (3)
- THEA 16B Acting for the Camera II (3)
- THEA 31 Acting Improvisation (3)
- THEA 40A Main Stage Production - Comedy (3)
- THEA 40B Main Stage Production - Dramatic (3)
- THEA 40C Main Stage Production - Classical (3)
- THEA 40D Main Stage Production - Original/Experimental (3)
- THEA 57 Touring Theatre (3)
- THEA 59A Repertory Theatre - Musical (3)
- THEA 60A Studio Theatre - Comedy (3)
- THEA 60B Studio Theatre - Dramatic (3)
- THEA 60C Studio Theatre - Classical (3)
- THEA 60D Studio Theatre - Original/Experimental (3)
- THEA 75 Acting Workshop – Advanced Comedy (1-3)
- THEA 76 Acting Workshop – Advanced Dramatic (1-3)

**b. Technique:**

- THEA 12 Stage Movement (2)
- THEA 13 Audition Techniques for the Stage (2)
- THEA 24 Fundamentals of Costume Design (3)
- THEA 25 Stage Makeup (3)

**c. Literature:**

- THEA 4 Intercultural Drama (3)
- THEA 5 Film Appreciation (3)
- THEA 7A Writing for the Theatre I (3)

**II. Direction: Select at least one course from each of the following areas a, b, and c totaling 9 units:**

**a. Performance:**

- THEA 15B Acting II (3)
- THEA 40A Main Stage Production - Comedy (3)
- THEA 40B Main Stage Production - Dramatic (3)
- THEA 40C Main Stage Production - Classical (3)
- THEA 40D Main Stage Production - Original/Experimental (3)
- THEA 60A Studio Theatre - Comedy (3)
- THEA 60B Studio Theatre - Dramatic (3)
- THEA 60C Studio Theatre - Classical (3)
- THEA 60D Studio Theatre - Original/Experimental (3)
- THEA 65 Rehearsal and Performance Workshop – Comedy (2)
- THEA 67 Rehearsal and Performance Workshop – Original (2)
- THEA 68 Rehearsal and Performance Workshop – Drama (2)

**b. Technique:**

- THEA 12 Stage Movement (2)
- THEA 13 Audition Techniques for the Stage (2)
- THEA 18B Intermediate Directing (3)
- THEA 23 Introduction to Stage Lighting (3)
- THEA 24 Fundamentals of Costume Design (3)

**c. Literature:**

- THEA 2 Survey of Radio and Television (3)
- THEA 4 Intercultural Drama (3)
- THEA 5 Film Appreciation (3)
- THEA 7A Writing for the Theatre I (3)
- THEA 7B Writing for the Theatre II (3)
- THEA 8A Beginning Screenwriting (3)
- THEA 8B Intermediate Screenwriting (3)
- THEA 8C Advanced Screenwriting (2)

**III. Technical Theatre: Select at least 9 units from the following:**

- THEA 21B Theatre Workshop II (2)
- THEA 23 Introduction to Stage Lighting (3)
- THEA 24 Fundamentals of Costume Design (3)
- THEA 25 Stage Makeup (3)
- THEA 65 Rehearsal and Performance Workshop – Comedy (2)
- THEA 67 Rehearsal and Performance Workshop – Original (2)
- THEA 68 Rehearsal and Performance Workshop – Drama (2)
- THEA 79 Technical Workshop (3)

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**TOTAL CERTIFICATE UNITS 24**

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**Associate in Arts Degree**

Associate Degree Major Requirements	Units
Certificate Requirements (as described above)	24

*Complete Competency Requirements, MPC General Education Pattern for a total of 60 transferable units (see pages 74-75, 78).*

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**TOTAL DEGREE UNITS 60**

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**COURSE DESCRIPTIONS**

**THEA 1 INTRODUCTION TO THEATRE**

**3 units • LG-P/NP • Three hours lecture**

This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles, and genres of theatre through play-reading, discussion, films, and viewing and critiquing live theatre, including required attendance of theatre productions. [C-ID THTR 111]

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

**Credit transferable: CSU, UC**

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

**THEA 2 SURVEY OF RADIO AND TELEVISION**

**3 units • LG-P/NP • Three hours lecture**

A survey of the history of American radio and television from inception to the present. The emphasis is on television, with additional emphasis on the increasing convergence of television and other media industries. Students are provided with critical tools to help them analyze broadcasting from aesthetic, industrial, ideological, and technical perspectives.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU**

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

**THEA 4 INTERCULTURAL DRAMA****3 units • LG-P/NP • Three hours lecture**

Stage scripts, videos and films of stage productions that portray intercultural relations are read and/or viewed. Students analyze cultural differences and similarities through the dramatic arts. American intercultural relations are emphasized.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C1; IGETC, Area 3A, 3B; MPC, Area C, F****THEA 5 FILM APPRECIATION****3 units • LG-P/NP • Three hours lecture**

This course is an examination of the nature of motion pictures as a unique and composite art. Students observe screening and analysis of films selected on the basis of direction, theme or style. The survey is international in scope, but with more thorough treatment given to one director. The focus of the course may be on the western culture movie, the movie musical, the horror film, or the so-called "underground" or "independent" cinema.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C****THEA 7A WRITING FOR THE THEATRE I****3 units • LG-P/NP • Three hours lecture**

This practical course explores the collaborative aspects and nature of play-writing. It features writing exercises, lectures, class original play readings, and peer discussions as well as staged readings of selected student work.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****General Ed. Credit: MPC, Area C****THEA 7B WRITING FOR THE THEATRE II****3 units • LG-P/NP • Three hours lecture**

Students work collaborative to produce an individual original script. The course uses both rehearsal and workshop approaches to creating a script as a result of a refining team approach.

**Prerequisites: THEA 7A****Credit transferable: CSU****THEA 8A BEGINNING SCREENWRITING****3 units • LG-P/NP • 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 1A****Credit transferable: CSU****THEA 8B INTERMEDIATE SCREENWRITING****3 units • LG-P/NP • Three hours lecture**

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

**Prerequisites: THEA 8A****Credit transferable: CSU****THEA 8C ADVANCED SCREENWRITING****2 units • LG-P/NP • One hour lecture; three hours lab**

Designed for the experienced screenwriting student, this course further develops and hones screenwriting skills through analysis, application, and practice.

**Prerequisites: THEA 8B****Credit transferable: CSU****THEA 11 VOICE AND ORAL INTERPRETATION****3 units • LG-P/NP • Three hours lecture**

A vital practice for human communication, this course encompasses the practice of voice physiology, articulation, and projection. Individual instruction in the reading and interpretation of prose, poetry, and other literature is provided.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C1; MPC, Area C****THEA 12 STAGE MOVEMENT****2 units • LG-P/NP • One hour lecture; three hours lab**

This is a practical course designed to increase physical awareness in communication to enhance the performance of the actor. Focus is on creativity and expression, nonverbal communication, character, and script interpretation.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****THEA 13 AUDITION TECHNIQUES FOR THE STAGE****2 units • LG-P/NP • 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.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 15A ACTING I****3 units • LG-P/NP • Two hours lecture; three hours lab**

This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and interpretation of text. [C-ID THTR 151]

**Advisories: Eligibility for ENGL 1A; must be age 17 or older due to mature content.****Credit transferable: CSU, UC****General Ed. Credit: MPC, Area C**

**THEA 15B ACTING II****3 units • LG-P/NP • Two hours lecture; three hours lab**

This course follows Acting I and continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scenes.

[C-ID THTR 152]

**Prerequisites:** THEA 15A**Credit transferable:** CSU**THEA 15C ADVANCED ACTING****3 units • LG-P/NP • Two hours lecture; three hours lab**

This course is a continuation of THEA 15B. It continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. Emphasis is on naturalistic acting techniques as devised by Constantin Stanislavski.

**Prerequisites:** THEA 15B**Credit transferable:** CSU**THEA 15D CONTEMPORARY ACTING TECHNIQUES****3 units • LG • Two hours lecture; three hours lab**

This course is a continuation of THEA 15C. It examines issues of sense memory, emotional memory, and affective memory, commonly referred to as "The Method." These techniques are applied to the creation of roles and characters as represented in contemporary American theatre.

**Prerequisites:** THEA 15C**Credit transferable:** CSU**THEA 16A ACTING FOR THE CAMERA I****3 units • LG-P/NP • 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 and commercials.

**Prerequisites:** THEA 15A**Credit transferable:** CSU**THEA 16B ACTING FOR THE CAMERA II****3 units • LG • Two hours lecture; three hours lab**

This course further refines and augments the techniques required in acting before the camera. Students address areas of multiple scene blocking, advanced audition and interview techniques, and multi-camera set-ups covering scripts from TV, film, and commercials.

**Prerequisites:** THEA 16A**Credit transferable:** CSU**THEA 18A BEGINNING DIRECTING****3 units • LG-P/NP • Two hours lecture; three hours lab**

This is a practical, experiential course in the elementary techniques of directing for the stage, covering picturization, composition, and movement.

**Prerequisites:** THEA 15B**Credit transferable:** CSU, UC**THEA 18B INTERMEDIATE DIRECTING****3 units • LG-P/NP • Two hours lecture; three hours lab**

This course is a continuation of THEA 18A, with an emphasis on scene and character breakdown and communication in directing techniques.

**Prerequisites:** THEA 18A**Credit transferable:** CSU**THEA 18C ADVANCED DIRECTING****3 units • LG-P/NP • Two hours lecture; three hours lab**

This course is a continuation of THEA 18B with an emphasis on contemporary directing techniques applied to advanced scene requirements. Communication with acting and technical personnel is addressed.

**Prerequisites:** THEA 18B**Credit transferable:** CSU**THEA 21A THEATRE WORKSHOP I****3 units • LG-P/NP • One hour lecture; six hours lab**

This course is an introduction to technical theatre and the creation of scenic elements. It includes basic concepts of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. It may include stage management, lighting, and/or sound techniques. It also includes lecture, reading, projects, and practical experience. [C-ID THTR 171]

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 261**Credit transferable:** CSU, UC**General Ed. Credit:** MPC, Area E2**THEA 21B THEATRE WORKSHOP II****3 units • LG-P/NP • One hour lecture, six hours lab**

This course is a continuation of THEA 21A. Students are offered a survey of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment, and construction techniques through demonstration and laboratory experience. Information is applicable to all formal theatrical purposes. These skills are applied to advanced projects for use on all department stage productions. [C-ID THTR 172]

**Prerequisites:** THEA 21A**Credit transferable:** CSU**THEA 23 INTRODUCTION TO STAGE LIGHTING****3 units • LG-P/NP • Two hours lecture; three hours lab**

This course involves the study and execution of stage lighting with emphasis on equipment, control, and color, and their relationship to design. [C-ID THTR 173]

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 261**Credit transferable:** CSU, UC**THEA 24 FUNDAMENTALS OF COSTUME DESIGN****3 units • LG-P/NP • Two hours lecture; three hours lab**

Students will study costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated. [C-ID THTR 174]

**Advisories:** Eligibility for ENGL 1A**Credit transferable:** CSU, UC

**THEA 25 STAGE MAKEUP****3 units • LG-P/NP • Three hours lecture**

Students receive instruction and practice in a lecture/laboratory setting in all phases of makeup specifically designed for theatrical use. [C-ID THTR 175]

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****THEA 31 ACTING IMPROVISATION****3 units • LG-P/NP • Two hours lecture; three hours lab**

Students experiment with expression, physical gestures, and other forms of performance to develop and enhance verbal skills, physicality, and spontaneity as required by actors in improvised performance situations.

**Prerequisites: THEA 15A****Credit transferable: CSU, UC****THEA 35A MUSICAL THEATRE PRODUCTION – CONTEMPORARY****3 units • LG • Nine hours lab**

This course approaches the staging applications and techniques for singing and acting or providing technical support in a contemporary (post-1970) musical theatre production. [C-ID THTR 191]

**Enrollment limitation: Participation subject to audition and/or interview.****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 35B MUSICAL THEATRE PRODUCTION – CLASSICAL****3 units • LG • Nine hours lab**

This course approaches the staging applications and techniques for singing and acting or providing technical support for and in a classical (pre-1970) musical theatre production. [C-ID THTR 191]

**Enrollment limitation: Participation subject to audition and/or interview.****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 35C MUSICAL THEATRE PRODUCTION – OPERA/OPERETTA****3 units • LG • Nine hours lab**

This course approaches the staging applications and techniques for singing and acting or providing technical support for or in an opera or operetta musical theatre production. [C-ID THTR 191]

**Enrollment limitation: Participation subject to audition and/or interview.****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 35D MUSICAL THEATRE PRODUCTION – EXPERIMENTAL/ADAPTED****3 units • LG • Nine hours lab**

This course approaches the staging applications and techniques for singing and acting or providing technical support for or in an experimental or adapted-style musical theatre production. [C-ID THTR 191]

**Enrollment limitation: Participation subject to audition and/or interview.****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 40A MAIN STAGE PRODUCTION – COMEDY****3 units • LG • Nine hours lab**

This course provides instruction and supervised participation in rehearsal and performance for a large-scale, main stage comedy play/ production. [C-ID THTR 191]

**Advisories: Eligibility for ENGL 1A****Enrollment limitation: Enrollment by instructor consent based on audition and/or interview.****Credit transferable: CSU****THEA 40B MAIN STAGE PRODUCTION – DRAMATIC****3 units • LG • Nine hours lab**

This course provides instruction and supervised participation in rehearsal and performance for a large-scale, main stage dramatic play/production. [C-ID THTR 191]

**Advisories: Eligibility for ENGL 1A****Enrollment limitation: Enrollment by instructor consent based on audition and/or interview.****Credit transferable: CSU****THEA 40C MAIN STAGE PRODUCTION – CLASSICAL****3 units • LG-P/NP • Nine hours lab**

This course provides instruction and supervised participation in rehearsal and performance for a large-scale, main stage classical play/production. [C-ID THTR 191]

**Advisories: Eligibility for ENGL 1A****Enrollment limitation: Enrollment by instructor consent based on audition and/or interview.****Credit transferable: CSU****THEA 40D MAIN STAGE PRODUCTION – ORIGINAL/EXPERIMENTAL****3 units • LG-P/NP • Nine hours lab**

This course provides instruction and supervised participation in rehearsal and performance for a large-scale, main stage original or experimental play/ production. [C-ID THTR 191]

**Advisories: Eligibility for ENGL 1A****Enrollment limitation: Enrollment by instructor consent based on audition and/or interview.****Credit transferable: CSU**

**THEA 53 THEATRE ENJOYMENT****3 units • LG-P/NP • Three hours lecture**

This experiential course offers the exploration of local theatre as an audience member. The course explores the audience/performer relationship. Students purchase theatre tickets.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU, UC****General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C****THEA 57 TOURING THEATRE****3 units • LG-P/NP • Nine hours lab**

This course offers outreach performances 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.

**Enrollment limitation: Open only to cast or crew of an MPC Theatre Arts production.****Auditions by arrangement; contact theatre at (831) 646-4085.****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 58A THEATRE FOR YOUNG AUDIENCES – COMEDY****3 units • LG • Nine hours lab**

This course provides instruction and supervised participation in rehearsal and performance of a comedic play/production designed and geared specifically to primarily young audiences.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 58B THEATRE FOR YOUNG AUDIENCES – DRAMATIC****3 units • LG • Nine hours lab**

This course provides instruction and supervised participation in rehearsal and performance of a dramatic play/production designed and geared specifically to primarily young audiences.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 58C THEATRE FOR YOUNG AUDIENCES – CLASSICAL****3 units • LG • Nine hours lab**

This course provides instruction and supervised participation in rehearsal and performance of a classical play/production designed and geared specifically to primarily young audiences.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 58D THEATRE FOR YOUNG AUDIENCES – ORIGINAL/EXPERIMENTAL****3 units • LG • Nine hours lab**

This course provides instruction and supervised participation in rehearsal and performance of an original or experimental play/ production designed and geared specifically to primarily young audiences.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 59A REPERTORY THEATRE – MUSICAL****3 units • LG-P/NP • Nine hours lab**

This course offers participation in a simultaneous cycle of musical plays/play productions. Students learn versatility while performing a number of roles in a short period of time. Assignments may include acting, singing, dancing, crew work, stage craft, and house and stage management.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 59C REPERTORY THEATRE – ORIGINAL/EXPERIMENTAL****3 units • LG-P/NP • Nine hours lab**

This course offers participation in a simultaneous cycle of original and/or experimental plays/play productions. Students learn versatility while performing a number of roles in a short period of time. Assignments may include acting, crew work, stage craft, and house and stage management.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 60A STUDIO THEATRE – COMEDY****3 units • LG • Nine hours lab**

This course provides instruction and supervised participation in rehearsal and performance elements and techniques for an intimate, black box-style stage comedy production.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 60B STUDIO THEATRE – DRAMATIC****3 units • LG • Nine hours lab**

This course provides instruction and supervised participation in rehearsal and performance elements and techniques for an intimate, black-box-style stage dramatic production.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 60C STUDIO THEATRE – CLASSICAL****3 units • LG • Nine hours lab**

This course provides instruction and supervised participation in rehearsal and performance elements and techniques for classical production in an intimate, black-box-style stage venue.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU**

**THEA 60D STUDIO THEATRE – ORIGINAL/EXPERIMENTAL****3 units • LG • Nine hours lab**

This course provides instruction and supervised participation in rehearsal and performance elements and techniques for an original or experimental production in an intimate, black-box-scale venue.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 64A REHEARSAL AND PERFORMANCE WORKSHOP – MUSICAL****2 units • LG-P/NP • Six hours lab**

This is a laboratory workshop that addresses current techniques and practices in rehearsal and performance standards as they relate to the production and performance of a musical play.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 64B REHEARSAL AND PERFORMANCE WORKSHOP – COMEDY****2 units • LG-P/NP • Six hours lab**

This is a laboratory workshop that addresses current techniques and practices in rehearsal and performance standards as they relate to the production and performance of a comedy play.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 65 REHEARSAL AND PERFORMANCE WORKSHOP – COMEDY****2 units • LG-P/NP • 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.

**Enrollment limitation: Open only to cast or crew of an MPC Theatre Arts production.****Auditions by arrangement; contact theatre at (831) 646-4085.****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 67 REHEARSAL AND PERFORMANCE WORKSHOP – ORIGINAL****2 units • LG-P/NP • 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.

**Enrollment limitation: Open only to cast or crew of an MPC Theatre Arts production.****Auditions by arrangement; contact theatre at (831) 646-4085.****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 68 REHEARSAL AND PERFORMANCE WORKSHOP – DRAMA****2 units • LG-P/NP • 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.

**Enrollment limitation: Open only to cast or crew of an MPC Theatre Arts production.****Auditions by arrangement; contact theatre at (831) 646-4085.****Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 70A DANCE THEATRE – CONTEMPORARY****2 units • LG • Six hours lab**

This course approaches the rehearsal and staging applications and techniques for performing a dancing role in a contemporary (post- 1970) musical theatre production.

**Credit transferable: CSU****THEA 70B DANCE THEATRE – CLASSICAL****2 units • LG • Six hours lab**

This course approaches the rehearsal and staging applications and techniques for performing a dancing role in a classical (pre-1970) musical theatre production.

**Credit transferable: CSU****THEA 74A ACTING WORKSHOP – MUSICAL****1-3 units • LG-P/NP • Three hours lab per week for each unit of credit**

This is an intensive and interactive course in providing solutions to acting styles, techniques, and problems specific to the performance of musical workshop productions.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU****THEA 74D ACTING WORKSHOP – DRAMA****1-3 units • LG-P/NP • Three hours lab per week for each unit of credit**

This is an intensive and interactive course in providing solutions to acting styles, techniques, and problems specific to the performance of dramatic workshop productions.

**Advisories: Eligibility for ENGL 1A****Credit transferable: CSU**

**THEA 75 ACTING WORKSHOP – ADVANCED COMEDY**

*1-3 units • LG-P/NP • Three hours lab per week for each unit of credit*

This is an intensive course in providing solutions to acting problems through consultation and research in a comedic production.

**Enrollment limitation:** Open only to cast or crew of an MPC Theatre Arts production.

**Auditions by arrangement;** contact theatre at (831) 646-4085.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**THEA 76 ACTING WORKSHOP – ADVANCED DRAMATIC**

*1-3 units • LG-P/NP • Three hours lab per week for each unit of credit*

This course explores solutions to acting problems through consultation and research in a dramatic production.

**Enrollment limitation:** Open only to cast or crew of an MPC Theatre Arts production.

**Auditions by arrangement;** contact theatre at (831) 646-4085.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**THEA 77 ACTING WORKSHOP – ADVANCED MUSICAL**

*1-3 units • LG-P/NP • Three hours lab per week for each unit of credit*

This intensive course provides solutions to acting, singing, dancing or movement problems in a musical production through consultation and research.

**Enrollment limitation:** Open only to cast or crew of an MPC Theatre Arts production.

**Auditions by arrangement;** contact theatre at (831) 646-4085.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**THEA 78 ACTING WORKSHOP –  
ADVANCED CLASSICAL**

*1-3 units • LG-P/NP • Three hours lab per week for each unit of credit*

This intensive course provides solutions to acting problems through consultation and research in a classical play.

**Enrollment limitation:** Open only to cast or crew of an MPC Theatre Arts production.

**Auditions by arrangement;** contact theatre at (831) 646-4085.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

**THEA 79 TECHNICAL WORKSHOP**

*3 units • LG-P/NP • Nine hours lab*

Supervised technical work on one of the Theatre Arts Department's scheduled productions.

**Enrollment limitation:** Open only to cast or crew of an MPC Theatre Arts production.

**Auditions by arrangement;** contact theatre at (831) 646-4085.

**Advisories:** Eligibility for ENGL 1A; eligibility for MATH 263

**Credit transferable:** CSU, UC

**THEA 90 INDEPENDENT STUDY**

*.5-4 units • LG-P/NP • Three hours lab per week for each unit of credit*

This course provides a framework for this academic discipline, which is 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.

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

**Credit transferable:** CSU

**THEA 440 REHEARSAL AND PERFORMANCE**

*0 units • NC • Six hours lab*

Older adults 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.

## Video/Film

See **ART – BROADCAST TECHNOLOGY**

**AND**

See **ART – VIDEO/CINEMA.**

## Women's Studies

See **GENDER AND WOMEN'S STUDIES.**

## World Civilization

See also **GENTRAIN.**

### COURSE DESCRIPTIONS

**WRLD 4A THE ROMAN REPUBLIC AND RISE OF  
EMPIRE (500 BCE – 14 CE)**

*1 unit • LG-P/NP • One hour lecture*

The course examines law, engineering, military tactics, political institutions, literature, religion and philosophy, art and architecture from the origins of the Roman Republic through the transition to Empire under Augustus. Not open to students with credit in WRLD 20.

**Advisories:** Eligibility for ENGL 1A

**Credit transferable:** CSU, UC

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



**WRLD 4B THE ROMAN EMPIRE (14 – 600 CE)**

1 unit • LG-P/NP • One hour lecture

This course examines the Roman Empire from the time of Emperor Tiberius and traces Rome's evolution as an empire, its decline in the West, and its legacy in the East as the Byzantine Empire. Its art, philosophy and literature are also considered in light of its history, including Roman law, engineering, warfare and political administration. Not open to students with credit in WRLD 20.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

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

**WRLD 20 THE CLASSICAL WORLD (1200 BCE-14 CE)**

3 units • LG-P/NP • Three hours lecture

This course explores the rise of civilizations in the Near East and Mediterranean from the late Bronze Age to the rise of the Roman Empire, including the Babylonians, Assyrians, Persians, Mycenaeans, Minoans, Hebrews, Greeks, and Romans. Topics include art, architecture, philosophy, religion, literature, and history of these civilizations. Not open to students with credit in GENT 2 and 3 or WRLD 4A and 4B.

**Advisories: Eligibility for ENGL 1A**

**Credit transferable: CSU, UC**

**General Ed. Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D**

**WRLD 404B THE ROMAN EMPIRE (14 – 600 CE)**

0 unit • NC • One hour lecture

This course is designed for older adults to examine the rise and fall of Roman Empire and the influence of early Christianity on its development. Art, literature, history, philosophy and religion are studied in order to draw universal observations that enable older adults to understand and think about constructions of family, community, and historical global issues as they relate to their lives.

# World Languages

## DEGREE

World Languages –  
Associate in Arts (Transfer Preparation)

# World Languages

## ASSOCIATE IN ARTS DEGREE (Transfer Preparation)

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

- Analyze and interpret human thought, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts, and to communicate the results.

## Associate in Arts Degree (Transfer Preparation)

Associate Degree Major Requirements	Units
<i>Select one of the following options:</i>	<b>24.5</b>
<b>Option 1: French</b>	
FREN 1A Elementary French I (5)	
FREN 1B Elementary French II (5)	
FREN 2A Intermediate French (5)	
FREN 2B Advanced French (5)	
FREN 50 Intermediate French Conversation (1.5)	
LING 10 Foundations of Language (3)	
<b>Option 2: Spanish</b>	
SPAN 1A Elementary Spanish I (5)	
SPAN 1B Elementary Spanish II (5)	
SPAN 2A Intermediate Spanish I (5)	
SPAN 2B Intermediate Spanish II (5)	
SPAN 50 Intermediate Spanish Conversation (1.5)	
LING 10 Foundations of Language (3)	
<b>TOTAL MAJOR UNITS</b>	<b>24.5</b>
<b>Associate Degree Requirements (as described above)</b>	<b>24.5</b>
<i>Contact an MPC counselor for major preparation at specific institutions.</i>	
<i>Complete Competency Requirements, and CSU General Education or IGETC Pattern, for a total of 60 transferable units (see pages 74-77).</i>	
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

## COURSE DESCRIPTIONS

The following world languages are offered at MPC. For course descriptions, please find the languages by alphabetical order throughout this catalog.

### American Sign Language

French

Italian

Japanese

Spanish

# Continuing Education Program

MPC offers a variety of supplemental courses to provide professional development, enrichment, and job skills. Classes are open-access and do not require admission as a student of the college. No credit is offered for this instruction and Continuing Education does not provide transcripts or prepare students for transfer programs. The course schedule is flexible and responsive to the needs of the community. See [www.mpc.edu/continuing](http://www.mpc.edu/continuing) for a current listing.

Continuing Education is a local, self-sustaining program, supported solely through tuition fees and donations. Taxpayer dollars do not fund Continuing Education at MPC. Student fees vary according to the course content and duration. Registration, costs, and class schedules for continuing education are separate from the MPC academic calendar and timelines. Registration can be processed online or by phone with a credit card. For more information, call 831-646-4058, or email [ContinuingEd@mpc.edu](mailto:ContinuingEd@mpc.edu)

# Online Education

Monterey Peninsula College's online courses offer the perfect opportunity for students to complete coursework while providing options for those whose work, travel, and family commitments demand increased flexibility. Learn more about the programs and courses available online through MPC by visiting: <http://www.mpc.edu/online>

Students enrolled in online courses at MPC are encouraged to complete the MPC Online Student Orientation. This orientation addresses topics including what it is like to take an online course, how to get tech ready, and developing study skills for online courses. Visit <http://www.mpc.edu/online> to learn more about the MPC Online Student Orientation and how to earn a digital badge declaring you "Online Ready!"

## Online Courses

ADMJ 2	Introduction to Administration of Justice	BUSC 143	Microsoft Word 2013: Advanced Word for Windows
ADMJ 3	Community and the Justice System	BUSC 150	Microsoft Excel 2013: Introduction to Spreadsheets I
ADMJ 4	Concepts of Criminal Law	BUSC 151	Microsoft Excel 2013: Introduction to Spreadsheets II
ANAT 1	Human Anatomy	BUSC 155	Quickbooks 2013
ANAT 5	Basic Human Anatomy and Physiology	BUSC 160	Microsoft Powerpoint: Introduction to Presentation Management
ANTH 2	Introduction to Biological Anthropology	BUSC 170	Microsoft Windows 8
ANTH 4	Introduction to Cultural Anthropology	BUSC 180	Business Desktop Publishing
ANTH 8	Primate Behavioral Ecology	CHEM 10	Everyday Chemistry
ANTH 30	Gender in Global Perspective	COMM 5	Mass Media Methods
ARTH 1	Art Appreciation	COMM 35	Introduction to Nonverbal Communication
ASTR 10	Introduction to Astronomy	CSIS 1	Computer Information Systems
BIOL 31	Environment Science	CSIS 9	Programming Fundamentals: Python
BUSI 1A	Financial Accounting	CSIS 10A	Programming Methods I: Java
BUSI 1B	Managerial Accounting	CSIS 10B	Programming Methods II: Java
BUSI 18	Business Law	CSIS 10C	Programming Methods I.5: C and C++
BUSI 20	Introduction to Business	CSIS 50	MS Office Applications
BUSI 24	Business Issues and Ethics	CSIS 50L	MS Office Applications Lab
BUSI 36	Introduction to International Marketing	CSIS 72A	Managing and Maintaining Windows Server
BUSI 40	Principles of Management	CSIS 76A	Networking Fundamentals
BUSI 42	Human Resources Management	CSIS 80	Introduction to Unix and Linux
BUSI 49	Professional Selling	CSIS 83A	Microsoft Client Operation System
BUSI 50	Introduction to Marketing	CSIS 86	Network Security Fundamentals/Security+ Prep
BUSI 56	Art Entrepreneurship and Management	CSIS 87	Computer Forensics
BUSI 60	Financial Planning and Money Management	CSIS 179A	Interconnecting Networks
BUSI 62	Principles of Investment	ECED 1	Child Growth and Development
BUSI 64	Customer Service	ECED 2	Observation and Assessment
BUSI 70	Business Communication	ECED 51	Principles and Practices of Teaching Young Children
BUSI 131	Financial Analysis for Entrepreneurs	ECED 52	Practicum: Field Teaching Experience
BUSC 109	Keyboarding for Computers	ECED 55	Child, Family, and Community
BUSC 126A	Google Drive: Introduction to Word Processing	ECED 56	Teaching in a Diverse Society
BUSC 126B	Google Drive: Introduction to Spreadsheets	ECED 61	Health, Safety, and Nutrition for the Young Child
BUSC 140	Microsoft Word 2013: Word for Windows I	ECED 62A	Infant and Toddler Development
BUSC 141	Microsoft Word 2013: Word for Windows II	ECED 62B	Care and Education for Infants and Toddlers
BUSC 142	Microsoft Word 2013: Word for Windows III	ECED 63A	Introduction to Children with Special Needs
		ECED 63B	Curriculum Strategies for Children with Special Needs
		ECED 71A	Admin I: Programs in Early Childhood Ed
		ECED 71B	Admin II: Personnel and Leadership in Early Childhood Ed
		ECED 72	Adult Supervision and Mentoring in Early Care and Education
		ECED 80	Introduction to Curriculum
		ECON 2	Principles of Economics: Macro
		ECON 4	Principles of Economics: Micro
		EDUC 1	Introduction to Elementary Classroom Teaching
		ENGR 1A	Introduction to Engineering
		ENGR 2	Engineering Design Graphics
		ENGR 4	Engineering Materials
		ENGR 8	Engineering Statics
		ENGR 12	Engineering Circuits
		ENGR 12L	Engineering Circuits Laboratory
		ENGR 17	Programming and Problem-Solving in MATLAB
		ENGL 1A	College Composition

ENGL 2	Argumentative Writing and Critical Thinking	HUMA 40	Introduction to Feminist Theory
ENGL 5	Introduction to Great Books	LETP130	Developing a Personal Philosophy of Leadership
ENGL 9	Great Books and Civil Liberties	LETP290	Instructor Development
ENGL 11	Literature By and About Women	LIBR 50	Introduction to Library and Research Skills
ENGL 16	Shakespeare Visions: Films and Text Comparison	LING 10	Foundations of Language
ENGL 18	The Bible as Literature	LING 15	Introduction to Linguistics
ENGL 20	Modern Grammar for College and the Professions	LING 25	Introduction to Language and Gender
ENGL 40A	Survey of American Literature I	LING 30	Introduction to the History of the English Language
ENGL 44	Survey of World Literature I	LING 35	Introduction to Nonverbal Communication
ENGL 45	Survey of World Literature II	LING 45	Introduction to Language and Society
ENGL 46	Survey of British Literature I	LING 46	Introduction to Psycholinguistics
ENGL 47	Survey of British Literature II	LING 49	Introduction to Discourse Analysis
ENGL 111	Intermediate Academic Reading and Writing	LING 50	Introduction to Standard American English
ENGL 400	Individualized English and Study Skills	MATH 16	Elementary Statistics
ENSL 155	Advanced Reading	MATH 17	Finite Mathematics
ETNC 5	African-American Arts and Music in American Culture	MATH 18	Calculus and Analytic Geometry for Biology/Social Science/ Business
ETNC 10	Introduction to Social Justice	MATH 113	Preparation for Calculus I
ETNC 22	Asian Americans and Pacific Islanders in American Society	MATH 261	Beginning Algebra
ETNC 24	African Americans in United States History to 1865	MATH 263	Intermediate Algebra and Coordinate Geometry
ETNC 30	Gender in Global Perspective	MATH 271	Preparation for Intermediate Algebra
ETNC 45	Introduction to Language and Society	MATH 273	Preparation for Precalculus
FPTC 2	Fire Behavior and Combustion	MATH 351	Pre-Algebra
FPTC 6	Fire Protection Systems	MATH 381	Preparation for Beginning Algebra
GWOS 1	Introduction to Gender and Women's Studies	MATH 440	Supervised Tutoring: Mathematics
GWOS 2	Leadership and Community Development	MEDA 100	Introduction to Health Careers
GWOS 5	Women of Color in the U.S.	MEDA 101	Ethics, Law and IT Security in the Medical Office
GWOS 10	Gender in American Politics	MEDA 105	Medical Terminology
GWOS 11	Literature By and About Women	MEDA 112	Medical Office Computer Applications
GWOS 12	Women in United States History	MEDA 113	Medical Procedure Coding
GWOS 15	Introduction to LGBTQ Global Literatures	MEDA 114	Medical Insurance Management
GWOS 30	Gender in Global Perspective	MEDA 116	Medical Linguistics Transcription
GWOS 40	Introduction to Feminist Theory	MEDA 117	ICD 10 Coding
GEOL 3	Historical Geology	MEDA 118	Pharmacology and Human Diseases
GEOL 9	Earth Catastrophes and Disasters	MEDA 123	Medical Assisting Certification Review
HLTH 4	Healthy Living	NUTF 1	Nutrition
HIST 6	History of World Religions	NUTF 2	Introduction to Nutrition Dietetics, and Foods
HIST 7	World History to 1500	NUTF 3	Nutrition Issues
HIST 8	World History Since 1500	NUTF 10	Food Science
HIST 12	Women in United States History	OCEN 2	Introductory Oceanography
HIST 15	History of California	PERS 10	Introduction to College Success
HIST 17	United States History to 1877	PERS 50	Making College Count
HIST 18	United States History from 1865	PERS 51	Career Planning Throughout the Lifespan
HIST 20	History of Mexico	PERS 71	Foundations of Career Choice
HIST 24	African Americans in United States History to 1865	PHIL 2	Introduction to Philosophy
HOSP 51	Introduction to the Hospitality Industry	PHIL 4	Moral Issues
HOSP 53	Introduction to Food and Beverage Management	PHIL 8	Introduction to World Religions
HOSP 64	Customer Service	PHIL 10	Introduction to Critical Thinking
HOSP 65	Hospitality Law	PHIL 13	Introduction to Eastern Philosophy
HOSP 70	Hospitality Cost Control	PHIL 40	Introduction to Feminist Theory
HOSP 180	Food Safety Certification		

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PHED 43	Theory of Coaching
PHED 50	Orientation for Athletes
PFIT 51	Fitness and Wellness Strategies
POLS 1	Introduction to American Government and Politics
POLS 2	Introduction to Comparative Government and Politics
POLS 5	Politics of Developing Countries
POLS 10	Gender in American Politics
PSYC 1	General Psychology
PSYC 6	Psychology of Women
PSYC 10	Introduction to Research Methods in Psychology
PSYC 25	Lifespan Development
PSYC 38	Biological Psychology
REAL 50	Principles of Real Estate
REAL 51	Real Estate Practice
REAL 56	Real Estate Property Management
SIGN 10	Structure and Culture of American Sign Language
SIGN 20	Introduction to Deaf Culture
SOCI 1	Introduction to Sociology
SOCI 2	Contemporary Social Problems
SOCI 22	Asian Americans and Pacific Islanders in American Society
SOCI 40	Sociology of Marriages and Families



# Contacts

2018-2019 Catalog of Courses



# Faculty and Administration

**ABEND, RICHARD** English as a Second Language/Linguistics  
BA, Loyola; MA, MEd, Columbia University; Monterey Peninsula College, 1985

**ALBERT, STEVEN** Economics  
BA, University of California; MA, University of Washington; PhD, The London School of Economics and Political Science; Monterey Peninsula College, 2007

**AMBAW, ABEJE** Anatomy/Physiology  
DVM, Addis Ababa University; PhD, Purdue University; Monterey Peninsula College, 2013

**ANONGCHANYA, GRACE** Coordinator/Counselor, Student Support Services/TRIO  
BA, Sonoma State University; MS, San Diego State University; Monterey Peninsula College, 2004

**BALLARD, CARRIE** Counselor  
BA, MA, California State University, Bakersfield; Monterey Peninsula College, 2015

**BARRIE, BRUCE** Business  
BS, California State University, Fresno; MBA, John F. Kennedy University; Monterey Peninsula College, 2016

**BATES, WENDY** Physical Education/Coach, Women's Basketball  
BA, MA, California State University, Chico; Monterey Peninsula College, 2004

**BELL, MONIKA** Coordinator, Medical Assisting  
AA, Lake Washington Technical College; Monterey Peninsula College, 2010

**BINGAMAN, NANCY** Nursing  
BSN, California State University, Long Beach; MS, San Jose State University; Monterey Peninsula College, 1989

**BISHOP, ELIZABETH** Mathematics  
BA, MS, Humboldt State University; Monterey Peninsula College, 1989

**BLANCHARD, LAUREN** Political Science  
BA, University of California, Santa Cruz; MA, University of Massachusetts, Amherst; Monterey Peninsula College, 2010

**BOWERS, HEATHER** Counselor, Upward Bound  
BA, University of California, Riverside; MA, CalPoly, San Luis Obispo; Monterey Peninsula College, 2014

**BOYNTON, DIANE** Chair, Humanities Division/Speech  
BA, California State University, Chico; MA, University of Washington; Monterey Peninsula College, 1990

**BRADLEY, LAKISHA** Director, Student Success & Equity  
BA, Pomona College; MA, Fielding Graduate University; Monterey Peninsula College, 2015

**BRANSFIELD, KEVIN** Photography  
BA, University of California, Santa Cruz; MFA San Jose State University; Monterey Peninsula College, 2006

**BROWN, DAVID** Director, Public Safety Training Center  
AS, Monterey Peninsula College; BS, Cogswell Polytechnical College; Monterey Peninsula College, 2013

**BROWN, THERESA** Art  
AA, Contra Costa College; BA, San Diego State University; MFA, Southern Illinois University; Monterey Peninsula College, 1997

**BUTRON, JO ANNA** Director, Security and Emergency Operations  
BA, Ashford University, San Diego; Monterey Peninsula College, 2017

**CABRERA, KENDRA** Chair, Social Sciences Division/Ethnic Studies  
BA, MA, University of California, Berkeley; MIA, PhD, Columbia University; Monterey Peninsula College, 2000

**CALIMA, CHRISTOPHER** Coordinator, Math/Science/Upward Bound  
BA, MA, San Diego State University; Monterey Peninsula College, 2006

**CARROLL, MARCUS** Coach, Physical Education  
BA, California State University, Los Angeles; MA, Ball State University; Monterey Peninsula College, 2016

**CASTILLO, LEANDRO** Chair, Business and Technology Division/Business  
BA, California State University, Fullerton; MBA, National University; Monterey Peninsula College, 2000

**CATANIA, TRACIE** Mathematics  
BA, Lewis and Clark College; MA, University of California, Los Angeles; Monterey Peninsula College, 1994

**CLEMENTS, MARK** Coordinator/Instructor, Adapted PE  
BA, MA, California State University, Long Beach; Monterey Peninsula College, 1994

**COPELAND, ALEXIS** Specialist, Adapted Computer Technology  
BA, University of California, Santa Barbara; MA, Chapman University; Monterey Peninsula College, 1997

**CRAIG, HEATHER** Microbiology  
BA, PhD, University of California, San Diego; Monterey Peninsula College, 2011

**CRISTOBAL, JOHN** Mathematics  
BA, University of California, Berkeley; MA, University of California, Los Angeles; Monterey Peninsula College, 2012

**CUTTING, JUDITH** Dean of Instruction - CTE  
BA, Adams State University, Colorado; MA, Texas A&M University - Commerce; Monterey Peninsula College, 2017

**DAGDIGIAN, JAMIE** Graphic Arts  
BA, University of California, Los Angeles; Monterey Peninsula College, 1998

**DAVIS, DAWN RAE** Gender & Women's Studies  
BA, University of California, Santa Cruz; PhD, University of Minnesota, Twin Cities; Monterey Peninsula College, 2014

**DE SOTO, ALETHEA** Chair, Counseling Counselor/Matriculation Coordinator  
BA, University of California, Los Angeles; MA, San Jose State University; Monterey Peninsula College, 2008

**DENNEHY, MERRY** English  
BFA, California Institute of the Arts; MA, California State University, East Bay; Monterey Peninsula College, 2008

**DORSCH, FRANCISCO DE BORJA** Spanish  
BA, University of Valladolid; MA, West Virginia University; Monterey Peninsula College, 2015

**DURST, ALAN** Music  
BA, Baldwin Wallace University; MA, University of Miami; PhD, University of California, Los Angeles; Monterey Peninsula College, 2018

**DURSTENFELD, ANDRES** Biology  
BA, PhD, University of California, Los Angeles; Monterey Peninsula College, 1997

**EASTON, WILLIAM** Librarian, Instruction/Reference  
AA, Saddleback College; BA, Humboldt State University; MA, University of Arizona; Monterey Peninsula College, 2005

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 BFA, Edinboro University of Pennsylvania; MFA, San Diego State University;  
 Monterey Peninsula College, 1998

**ERICKSON, CHRISTINE** **Dean of Student Services**  
 BA, MA, CSU San Bernardino; PhD, University of Pennsylvania; Monterey Peninsula College, 2017

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 BA, Saint Mary's College of California; MA, University of Connecticut; Monterey Peninsula College, 2017

**EVANS, JACQUELINE** **Counselor, Disability Support Programs  
and Services**  
 BA, MA, California State University, Fresno; Monterey Peninsula College, 2013

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 BS, University of Guelph, Canada; MS, Portland State University; Monterey Peninsula College, 2005

**FINELL, JOHN (TAYLOR)** **History**  
 BS, Brigham Young University; MS, San Jose State University; Monterey Peninsula College, 2016

**FLETES, KELLY** **Counselor, EOPS**  
 BS, University of California, Santa Cruz; MS, San Jose State University;  
 Monterey Peninsula College, 2007

**FOX, DANIEL** **Speech**  
 BA, San Diego State University; MS, PhD, Southern Illinois University at Carbondale;  
 Monterey Peninsula College, 2002

**GARCIA-GARCIA, ANA** **Chemistry**  
 BS, PhD, University of Vigo; Monterey Peninsula College, 2018

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 BA, MA, Humboldt State University; Monterey Peninsula College, 2010

**GERARD, JAMIE** **English**  
 BS, University of California, Davis; BA, MA, Humboldt State University;  
 Monterey Peninsula College, 2008

**GIAMMANCO, KACEY** **Counselor, EOPS**  
 BA, Mesa State College; MA, University of LaVerne; Monterey Peninsula College, 2015

**GILBERT, PAOLA** **English**  
 BA, MA, California State University, Sacramento; Monterey Peninsula College, 2003

**GONZALES, LISA DANIELLE** **French/English as a Second Language**  
 BS, California State University, Pomona; MA, California State University, Fullerton;  
 Monterey Peninsula College, 2003

**GONZALEZ, ELIZABETH** **Counselor**  
 BA, University of California, Los Angeles; MA, San Jose State University;  
 Monterey Peninsula College, 2017

**GRASMUCK, KAROLINE** **Coordinator, Dental Assisting**  
 AS, San Joaquin Valley College; Monterey Peninsula College, 2008

**HAFFA, ALAN** **English; Coordinator/Instructor,  
Gentrain & Travel Study/Humanities**  
 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

**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

**HEBERT, CONNIE** **Mathematics**  
 BS, MA, Fresno Pacific University; Monterey Peninsula College, 2016

**HOCHSTAEDTER, ALFRED** **Geology/Oceanography**  
 BS, Humboldt State University; PhD, California State University, Santa Cruz;  
 Monterey Peninsula College, 1998

**IWAMOTO, LYNN** **Mathematics**  
 BA, University of California, Los Angeles; MS, Washington State University;  
 Monterey Peninsula College, 1999

**JANSEN, MOLLY** **Hospitality**  
 BA, CalPoly, Pomona; MA, Gonzaga University; Monterey Peninsula College, 2014

**JEWELL, LEILA** **Physics/Astronomy**  
 BS, California Polytechnic State University, San Luis Obispo; MS, PhD, University of California,  
 Santa Cruz; Monterey Peninsula College, 2016

**JOHNSON, ANITA AUKEE** **English**  
 BA, St. Olaf College; MA, Sonoma State University; PhD, University of Washington;  
 Monterey Peninsula College, 2004

**JOHNSON, LARON** **Counseling**  
 BA, University of California, Berkeley; MA, Notre Dame de Namur University;  
 MS, California State University, East Bay; Monterey Peninsula College, 2000

**KAMATH, KIRAN** **Vice President, Academic Affairs**  
 BA Osmania University; MA Simon Fraser University; Monterey Peninsula College, 2015

**KARY, BRANDI** **English**  
 BA, Chapman University; MA, California State University, Fullerton; Monterey Peninsula College, 2008

**KARY, ELIAS** **Anthropology**  
 BA, MA, California State University, Fullerton; Monterey Peninsula College, 2008

**KERCHNER, AMBER** **Counselor, Early Childhood Education**  
 BA, California State University, Long Beach; MA, Pepperdine University; MS, National University;  
 Monterey Peninsula College, 2011

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 BA, Mills College; MFA, Bennington College; Monterey Peninsula College, 2018

**KNOLLE, JON** **Dean of Instruction -  
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 BS, MS, California State University, Chico; EdD, California State University, Sacramento;  
 Monterey Peninsula College, 2012

**KOTECKI, ADRIANNE** **Psychology**  
 AA, San Diego Mesa College; BA, University of California, San Diego; MA, San Diego State University;  
 Monterey Peninsula College, 2012

**KRAGELUND, LYNN** **Nursing**  
 BS, Santa Clara University; MS, Seattle Pacific University; Monterey Peninsula College, 2007

**LA MOTHE, EILEEN** **Nursing**  
 BSN, MSN, Wayne State University; Monterey Peninsula College, 1988

**LAKE, ERIC** **Mathematics**  
 BS, MS, Montana State University; Monterey Peninsula College, 2018

**LAWRENCE, JAMES** **Auto Technology**  
 AS, Southern Alberta Institute of Technology; BS, Montana State University, Northern;  
 Monterey Peninsula College, 2005

**LEE, DIANE** **Early Childhood Education**  
 BA, Brown University; PhD, Stanford University; Monterey Peninsula College, 2018

**LIZANO, SONIA M.** **Spanish**  
BA, Universidad de Costa Rica; MA, Ohio University; Monterey Peninsula College, 2000

**LOOP, LAURA** **Director, Nursing**  
BSN, Madonna University; MSN, California State University, Dominguez Hills; Monterey Peninsula College, 1994

**MADSEN, GAMBLE** **Art History**  
BA, University of Southern California; MA, George Washington University; PhD, University of Southern California; Monterey Peninsula College, 2012

**MANN, ANDREA** **Counselor**  
BA, University of California, Santa Barbara; MA, San Jose State University; Monterey Peninsula College, 2016

**MARCHAND, HENRY** **English/Creative Writing**  
BFA, Bowling Green State University; MFA, Pennsylvania State University; Monterey Peninsula College, 2009

**MARTIN, DAVID** **Vice President, Administrative Services**  
BA, California State University, San Bernardino; MA, California State University, East Bay; Monterey Peninsula College, 2018

**MAY, MOLLY** **English as a Second Language/English/Speech**  
BA, California Polytechnic State University, San Luis Obispo; MA, University of Idaho; Monterey Peninsula College, 1998

**MICHAEL, REBECCA (BECCIE)** **Vice President, Advancement**  
BA, University of California, Santa Barbara; Monterey Peninsula College, 2017

**MIKKELSEN, JON** **Business**  
BA, MBA, University of California, Davis; Monterey Peninsula College, 2004

**MULLINS, ELIZABETH** **History**  
BA, Oberlin College, University of California, Santa Cruz; PhD, University of California, Santa Cruz; Monterey Peninsula College, 2011

**MUSZALA, SUSANNE** **Counseling**  
BA, MA, University of Connecticut; MA, San Jose State University; Monterey Peninsula College, 2013

**NELSON, JOHN** **English as a Second Language**  
BS, University of California, Irvine; MA, San Francisco State University; Monterey Peninsula College, 1992

**NICOLAIDES, CHRISTINA** **Psychology**  
BS, University of North Florida; MA, University of California, Riverside; Monterey Peninsula College, 2018

**NGUYEN, TUYEN** **Mathematics**  
BA, MA, University of California, Santa Cruz; Monterey Peninsula College, 1999

**OGATA, ERIC** **Coordinator/Counselor, EOPS**  
BA, MS, California State University, Fresno; Monterey Peninsula College, 1998

**OLSEN, JOHN** **Computer Information Systems**  
BS, MS, Western Governors University; Monterey Peninsula College, 2018

**OSBURG, JONATHAN** **Communication/English**  
BA, University of California, Santa Barbara; MA, California State University, Dominguez Hills; Monterey Peninsula College, 2004

**PARTCH, PENNY** **English as a Second Language**  
BA, Chico State University; MA, Monterey Institute of International Studies; Monterey Peninsula College, 1995

**PENNEY, BETH** **Chair, English Department**  
BA, MA, California State University, Fresno; Monterey Peninsula College, 1999

**PHILLEY, PEYTON (DON)** **Mathematics**  
BA, MS, San Jose State University; Monterey Peninsula College, 1984

**PHILLIPS, DANIEL** **Physical Education/Coach, Men's Baseball**  
BS, San Diego State University; MA, University of New Mexico Highlands; Monterey Peninsula College, 2008

**PICKERING, JOEL** **Mathematics**  
AS, Cabrillo College; BA, MA, University of California, Santa Cruz; Monterey Peninsula College, 2012

**QUINONEZ, GARY** **Art**  
BFA, MFA, San Jose State University; Monterey Peninsula College, 1990

**RASKOFF, KEVIN** **Biology**  
BS, California Polytechnic State University, San Luis Obispo; PhD, University of California, Los Angeles; Monterey Peninsula College, 2006

**RASMUSSEN, MICHAEL** **Physical Education**  
AA, Fresno City College; BS, Michigan State University; Monterey Peninsula College, 2001

**REBOLD, THOMAS A.** **Computer Science & Information Systems/Engineering**  
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

**RIVERA, FRANK** **Chemistry**  
BA, MS, PhD, University of California, Santa Cruz; Monterey Peninsula College, 2014

**RONDEZ, CHRISTINA VALERO** **Nursing**  
BS, University of San Francisco; MSN, University of Phoenix; Monterey Peninsula College, 1994

**ROZMAN, KATHLEEN** **Learning Specialist**  
BA, State University of New York; MA, Chapman University; Monterey Peninsula College, 1994

**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

**SEAGAL, DAVID** **Computer Science & Information Systems**  
BS, MA, University of California, Santa Cruz; Monterey Peninsula College, 2016

**SINGH, DAMANJIT** **Computer Science & Information Systems**  
BS, Birla Institute of Technology and Science, India; Monterey Peninsula College, 2008

**SPENCE, LUKE** **Chair, Physical Science Division/Mathematics**  
BS, Colorado School of Mines; MA, Naval Postgraduate School; Monterey Peninsula College, 2013

**SPIERING, CHARLES (BLAKE)** **Physical Education**  
BS, College of Notre Dame de Namur; MA, St. Mary's College; Monterey Peninsula College, 2002

**STACK, KELLY** **American Sign Language**  
BA, Evergreen State; MS, California State University, Fullerton; MA, PhD, University of California, Los Angeles; Monterey Peninsula College, 2011

**STANICA, GABRIELA** **Mathematics**  
BA, Bucharest University International; MA, University of New York Buffalo; Monterey Peninsula College, 2015

**STRATTON, JACQUELINE** **Counseling**  
BA, San Diego State University; MA, California Polytechnic State University, San Luis Obispo; Monterey Peninsula College, 2014



<b>THOMAS, ELISABETH</b>	<b>Library Science</b>
BA, MA, San Jose State University; Monterey Peninsula College, 2018	
<b>THOMAS, JESSICA</b>	<b>Chemistry</b>
BS, Indiana University of Pennsylvania; PhD, University of Pittsburgh; Monterey Peninsula College, 2018	
<b>TORRES, MICHAEL</b>	<b>Counseling</b>
BA, MS, California State University, Sacramento; Monterey Peninsula College, 2002	
<b>TOZIER, GLENN</b>	<b>Librarian, Digital Services</b>
BA, California State University, Fresno; MA, San Jose State University; Monterey Peninsula College, 2014	
<b>TRIBLEY, WALTER</b>	<b>Superintendent/President</b>
BS, MS, University of Idaho; PhD, Washington State University; Monterey Peninsula College, 2012	
<b>TURNER, JARED</b>	<b>Administration of Justice</b>
BA, University of San Diego; Monterey Peninsula College, 2017	
<b>TURNER, RUSHIA</b>	<b>Chemistry</b>
BA, University of California, Davis; PhD, University of California, Santa Cruz; Monterey Peninsula College, 2014	
<b>VAN JOOLEN, VINCENT</b>	<b>Dean of Instruction - STEM</b>
BA, University of California, San Diego; MA and PhD, Naval Postgraduate School, Monterey; Monterey Peninsula College, 2017	
<b>VILLARREAL, ANTHONY</b>	<b>Sociology</b>
BA, University of California, Santa Cruz; MA, San Francisco State University; MA University of California, Santa Cruz; Monterey Peninsula College, 2012	
<b>WALKER, DAVINA</b>	<b>Counselor</b>
BA, University of California, Santa Cruz; MA, San Jose State University; Monterey Peninsula College, 2016	
<b>WALKER, LAURENCE</b>	<b>Interim Vice President, Student Services</b>
BA, MA, San Jose State University; Monterey Peninsula College, 1992	
<b>WASHBURN, ANDREW</b>	<b>Mathematics</b>
BS, University of California, Los Angeles; two MAs, University of California, Santa Cruz; Monterey Peninsula College, 2013	
<b>WASHINGTON, SANDRA</b>	<b>Counselor, Upward Bound</b>
BA, University of California, Los Angeles; MA, California State University, San Jose; Monterey Peninsula College, 2004	
<b>WEBB, CATHERINE</b>	<b>Interim Dean, Planning, Research, and Institutional Effectiveness</b>
BA, Illinois Wesleyan University; MA, University of Chicago; MS, Dominican University; EdD, Brandman University; Monterey Peninsula College, 2010	
<b>WEBER, TODD B.</b>	<b>Philosophy</b>
BA, California State University, Fullerton; MA, PhD, University of California, Riverside; Monterey Peninsula College, 2000	
<b>WEI, LIJUAN</b>	<b>Physics/Astronomy</b>
MAT, Bridgewater State College; MS, PhD, University of Massachusetts, Amherst; Monterey Peninsula College, 2002	
<b>WHITWORTH, RACHAEL</b>	<b>Psychology</b>
BA, MS, San Jose University; Monterey Peninsula College, 2014	
<b>WILKINSON, CATHRYN</b>	<b>Dean of Instruction - Liberal Arts</b>
BA, College of William & Mary; MA, PhD, University of Iowa; Monterey Peninsula College, 2017	

# Emeritus Faculty and Administrators

<b>ABBOTT, BERNADINE</b>	Library	1987-2010	<b>GOEHRING, NANCY</b>	Office Technology	1986-2011
<b>ALLSUP, ELDON E.</b>	Drafting	1968-1997	<b>GONZALES, ALEX</b>	Art	1964-1989
<b>ANDERSON, CARSBIA</b>	Vice President of Student Services	1977-2013	<b>GONZALEZ, JOHN</b>	Vice President for Academic Affairs	2006-2011
<b>ANDERSON, JOHN</b>	Creative Arts Division Chair/Music	1989-2018	<b>HAAS, CATHY</b>	Ornamental Horticulture	1990-2011
<b>ANTHONY, DEBELIAH</b>	Counseling	1975-2012	<b>HACKER, THORNE</b>	Dean of Instruction, Liberal Arts	1974-2002
<b>AVERY, KIRK</b>	Superintendent/President	1992-2005	<b>HANSEN, CAROLYN</b>	Sign Language	1980-2012
<b>BANATHY, BELA</b>	Business	1969-2003	<b>HANSEN, DAVID</b>	Mathematics	1965-1999
<b>BARON, JOHN</b>	Business Manager/Business	1961-1978	<b>HAUSMANN, GRETCHEN</b>	Physical Education	1978-2004
<b>BARROWS, FRANK</b>	Auto Technology	1984-2004	<b>HOBBS, WILLIAM</b>	Psychology	1985-2011
<b>BARTOW, GAIL</b>	Mathematics	1984-2012	<b>HOBSON-ROBINSON, ALLYE</b>	English/French	1969-2003
<b>BAINES, WHITNEY</b>	Anatomy/Physiology	1975-2005	<b>HOPKINS, DAVID</b>	Superintendent/President	1963-1995
<b>BATCHEV, JULIA</b>	Librarian	1970-2004	<b>JACOBSON, CHERYL</b>	Nursing	1990-2013
<b>BISHOP, MARK A.</b>	Chemistry	1975-2011	<b>JACKSON, CASS</b>	Physical Education	1986-2011
<b>BISSELL, JOSEPH</b>	Vice President of Administrative Services	2001-2010	<b>JAMES, JOSEPH ALLSTON</b>	English	1980-2011
<b>BLAKEMORE, JOHN</b>	Psychology	1965-1985	<b>JANICK, RICHARD</b>	Art	1972-2009
<b>BOGUE, CAROLE</b>	Vice President of Academic Affairs	1996-2005	<b>JENKINS, MARK</b>	English as a Second Language/French	1981-2010
<b>BOLEN, GARY</b>	Theatre Arts	1999-2016	<b>JENSEN, LINLEY</b>	English	1965-1989
<b>BOSSERMAN, HOMER</b>	Physics/Astronomy	1965-2016	<b>JEPSON, GUNNEL</b>	Psychology/Sociology	1982-2007
<b>BOWER, DIANE</b>	Interior Design	1974-2002	<b>JEREZ-MOYA, LOLA</b>	Spanish	1991-2014
<b>BRADLEY, VINCE</b>	Dean of Instruction, Academic Affairs	1974-1998	<b>JOHNSON, DENNIS</b>	Sociology	1972-2011
<b>BRUNO, LINDA</b>	Medical Assisting	1980-2009	<b>JOHNSON, JOHNNY</b>	International Student Program	1994-2006
<b>BRYAN, JULIE</b>	Nursing	1994-2016	<b>JOHNSON, SHIRLEY</b>	Spanish	1965-1991
<b>BURKE, DAVID</b>	Director, Fort Ord	1980-1991	<b>JONES, WILLIAM</b>	Counseling	1983-2010
<b>CARDINALE, SALVATORE</b>	Counseling	1977-2016	<b>JOPLIN, DAVID</b>	English	2005-2016
<b>CARLSON, KEN</b>	Mathematics	1961-1983	<b>JOPLIN, SUSAN</b>	English	2006-2016
<b>CARNEY, CAROLINE</b>	Child Development	1995-2011	<b>KAROHS, ERIKA</b>	German	1965-1987
<b>CHOVICK, ELISABETH</b>	Mathematics	1992-2017	<b>KEZIRIAN, RICHARD P.</b>	History	1971-2011
<b>CHUBB, JAMES</b>	Older Adult Program	1985-1994	<b>LEE, BARBARA</b>	Associate Dean, Human Resources	2002-2014
<b>CLARK, KATHLEEN</b>	Cooperative Work Experience Coordinator	2008-2018	<b>LEONARD, RONALD</b>	Counseling	1968-2002
<b>CLEMENS, DAVID</b>	English	1972-2017	<b>LILLEY, PATRICIA</b>	EOPS Counseling	1986-2003
<b>COLTON, SHARON</b>	Dean of Technology	2001-2012	<b>LINDSAY, WILLIAM</b>	Biology	1967-1997
<b>COMPTON, DONALD</b>	Chemistry	1963-1986	<b>LOCKWOOD, WANDA</b>	English & Study Skills Center	1989-2003
<b>CONIGLIO, SHARON</b>	Dean of Counseling, Admissions & Records	1964-2002	<b>LOGAN, THOMAS</b>	History	2000-2016
<b>COSTELLO, JEANNE</b>	Women's Studies	1995-2010	<b>MAINS, MARY</b>	English	1966-1971
<b>COX, DOROTHY</b>	Dental Assisting	1974-1993	<b>MARTIN, MARLENE</b>	English	1972-2007
<b>CUNNINGHAM, ALAN</b>	Chemistry	1964-1988	<b>MEKARSKI, GARY</b>	Physics	1971-2006
<b>CURTIS, LINCOLN</b>	COOP/German/Drama	1987-2008	<b>MERRILL, KEITH</b>	Dean, Community Education	1965-1985
<b>CYR, RAYMOND</b>	Physics	1988-2002	<b>MIGLIORE, EDWARD</b>	Mathematics	1980-2013
<b>DAVIS, JACQI</b>	Counseling	1973-2005	<b>MILLER, JANE</b>	Art	1985-2001
<b>DEBONO, PETER</b>	Theatre Arts	1971-2011	<b>MILLER, LAWRENCE</b>	Electronics	1964-1986
<b>DEVLIN, EDWARD</b>	Director, International Students	1967-1995	<b>MINOR, WILLIAM G.</b>	English	1971-1996
<b>DONOVAN, ROBERT</b>	Mathematics	1983-2012	<b>MOORE, JEANNE</b>	Children's Center	1993-2000
<b>ERICKSON, CAROLE</b>	College Nurse	1986-2005	<b>MOORE, MARGUERITE</b>	English	1969-1997
<b>ERICKSON, JOHN</b>	Music	1957-1988	<b>MOORTY, J.S.R.L. NARAYANA</b>	Philosophy	1974-1999
<b>ESQUIBEL, EMILIO</b>	Spanish	1968-1999	<b>NEAL, VERN</b>	English as a Second Language	1978-1997
<b>FAIL, GAIL</b>	Biology	1991-2011	<b>NELSON, MARY</b>	Family & Consumer Science/Fashion	1985-2009
<b>FERRANTELLI, SAL</b>	Music	1981-2017	<b>NERVINO, PATRICIA J.</b>	Nursing	1986-2016
<b>FUJII, KIM</b>	Physical Education	2004-2017	<b>NORRIS, ED</b>	Humanities	1964-1989
<b>FULLER, GARY</b>	Anatomy/Physiology	1978-2013	<b>NORTON, EVA</b>	Mathematics	1990-1993
<b>GAMIERE, CONSTANCE</b>	Drama Counseling	1974-2014	<b>NYGREN, ELAINE</b>	Sociology	1964-1978
<b>GAMPER, JOSEF</b>	Anthropology	1977-2008	<b>ODOM-WOLFER, TERRIA</b>	Learning Specialist	1988-2017
<b>GARRISON, DOUGLAS</b>	Superintendent/President	2006-2012	<b>PAPPAS, CHRIS</b>	Physical Education	1963-1994
<b>GIBBS, NORMAN</b>	Automotive Technology	1974-1983	<b>PEASE, JOAN</b>	Coordinator, Co-op/Business	1998-2001
<b>GILMARTIN, MICHAEL</b>	Dean of Instructional Planning	1999-2017	<b>PEET, PHYLLIS</b>	Women's Studies	1990-2007
<b>GIORDANO, AL</b>	Business	1958-1986	<b>PENTONY, JACQUELINE</b>	Child Development	1971-1995
			<b>PHILLIPS, LUKE</b>	Physical Education	1957-1999
			<b>PILAT, PETER</b>	Art	1971-1994

POHLHAMMER, CARL	History/Political Science	1965-1995
PRADO, GILLES	Computer Science & Information Systems	2000-2016
PREDHAM, NANCY	International Student Programs	1998-2011
RAGAN, LAVERNE	Business	1969-1993
REEVE-WILSON, NANCY	English	1968-2003
REICH, CARL	Data Processing	1961-1978
RILE, MARY	Home Economics	1953-1982
ROBERTS, ELLIOT	English	1965-1997
ROBINSON, RICHARD	Biology	1955-1996
ROSS, HAZEL	Mathematics	1990-2015
RUIZ, DEBORAH	Library	1990-2016
RUTH, STEPHEN	College Readiness	1985-2008
SARE, DAWN	Physical Education/Dance	1976-2004
SAWYER, DAVID	Counseling	1967-1986
SCHWYZER, ALISON	Philosophy	1985-1999
SMITH, DIANE	Physical Education	1961-1998
SMITH, RANDALL	Computer Science & Information Systems/ Office Technology	1997-2013
SMITH, ROBYNN	Art	1989-2018
SMITH, ROSETTA	Business	1964-1983
SNIBBE, RICHARD	Administration of Justice	1963-1989
SOUZA, NANCY	College Readiness	1974-2006
SPENCE, DAVID	Business	1962-1997
TADLOCK, MAX	Superintendent/President	1980-1985
TEED, MARY ANNE	Library	1973-2006
TETTER, STEPHANIE	Library	2000-2013
THOELE, JANET	English as a Second Language	1982-1997
THOMAS, MARILYN	Office Occupations	1983-1996
TIMM, JUDEE	Business	1990-2012
TOWNSEND, MARILYN	Academic Support Center	1989-2011
VICTOR, VITO	Computer Science & Information Systems	1985-1999
VINCENT, CHRISTINE	Counseling	1994-2015
VOTH, GRANT	English/Gentrain	1978-2003
WALTER, SUSAN	Counseling	1995-2011
WEIGLE, RICHARD	Counseling	1989-2013
WELLS, DAVID	Business/Computer Science & Information Systems	1981-2004
WHITE, WALTER	Dance	1982-2013
WILLIAMS, GORDON	Chemistry	1956-1989
WOOD, JOHN	Business	1986-2003
YAMADA, DAVID	Political Science	1971-1998

# Administrative Team, Directors, Coordinators, and Chairs

## Administrative Team

Superintendent/President	<b>Walter Tribley</b>	(831) 646-4060	wtribley@mpc.edu
Vice President, Academic Affairs	<b>Kiran Kamath</b>	(831) 646-4034	kkamath@mpc.edu
Vice President, Administrative Services	<b>David Martin</b>	(831) 646-4040	dmartin@mpc.edu
Vice President, Advancement	<b>Rebecca (Beccie) Michael</b>	(831) 655-5506	rmichael@mpc.edu
Interim Vice President, Student Services	<b>Laurence Walker</b>	(831) 645-1377	lwalker@mpc.edu
Dean of Instruction - CTE	<b>Judith Cutting</b>	(831) 646-4039	jcutting@mpc.edu
Dean of Instruction - Liberal Arts	<b>Cathryn Wilkinson</b>	(831) 646-4816	cwilkinson@mpc.edu
Dean of Instruction - Library, Learning Resources, and Online Education	<b>Jon Knolle</b>	(831) 646-3030	jknolle@mpc.edu
Dean of Instruction - STEM	<b>Vincent van Joolen</b>	(831) 646-4816	vvanjoolen@mpc.edu
Interim Dean, Planning, Research, and Institutional Effectiveness	<b>Catherine Webb</b>	(831) 646-4096	cwebb@mpc.edu
Dean, Student Services	<b>Laurence Walker</b>	(831) 645-1377	lwalker@mpc.edu
Dean, Student Services - Education Center at Marina	<b>Christine Erickson</b>	(831) 646-4850	cerickson@mpc.edu
Title IX Coordinator			
Associate Dean, Human Resources	<b>To be appointed</b>		

## Directors, Coordinators and Academic Division Chairpersons

Chair, Business and Technology Division	<b>Leandro Castillo</b>	(831) 646-4076	lcastillo@mpc.edu
Chair, Counseling Division	<b>Alethea DeSoto</b>	(831) 645-1326	adesoto@mpc.edu
Chair, Creative Arts Division	<b>Jamie Dagdigian</b>	(831) 645-1317	jdagdigian@mpc.edu
Chair, Humanities Division	<b>Diane Boynton</b>	(831) 646-4097	dboynton@mpc.edu
Chair, Life Sciences Division	<b>Heather Faust</b>	(831) 646-4130	hfaust@mpc.edu
Chair, Physical Education Division	<b>Lyndon Schutzler</b>	(831) 646-4221	lschutzler@mpc.edu
Chair, Physical Sciences Division	<b>Luke Spence</b>	(831) 646-4849	lspence@mpc.edu
Chair, Social Sciences Division	<b>Kendra Cabrera</b>	(831) 646-4158	kcabrera@mpc.edu
Controller	<b>Rosemary Barrios</b>	(831) 646-4043	rbarrios@mpc.edu
Coordinator, Police Academy	<b>Lanny Brown</b>	(831) 646-4236	lbrown@theacademy.ca.gov
Custodial/Evening Site Supervisor	<b>Maria Roa</b>	(831) 646-3049	mroa@mpc.edu
Director, Admissions and Records	<b>Nicole Dunne</b>	(831) 646-3007	ndunne@mpc.edu
Director, Athletics	<b>Lyndon Schutzler</b>	(831) 646-4221	lschutzler@mpc.edu
Director, Early Childhood Laboratory School	<b>Catherine Nyznyk</b>	(831) 646-4066	cnyznyk@mpc.edu
Director, English and Study Skills/ Reading Centers	<b>Adria Gerard</b>	(831) 645-1379	agerard@mpc.edu
Director, Information Systems	<b>Michael Midkiff</b>	(831) 646-3073	mmidkiff@mpc.edu
Director, Institutional Research	<b>Rosaleen Ryan</b>	(831) 646-4035	rryan@mpc.edu
Director, Marketing and Communications	<b>To be appointed</b>		
Director, Maurine Church Coburn School of Nursing	<b>Laura Loop</b>	(831) 646-3025	lloop@mpc.edu
Director, Public Safety Training Center	<b>David Brown</b>	(831) 646-4240	dbrown@mpc.edu
Director, Security	<b>Jo Anna Butron</b>	(831) 646-4099	jbutron@mpc.edu
Director, Student Financial Services	<b>Francisco Tostado</b>	(831) 646-3043	ftostado@mpc.edu
Director, Student Success and Equity	<b>LaKisha Bradley</b>	(831) 646-4261	lbradley@mpc.edu
Facilities Operations Supervisor	<b>Peter Olsen</b>	(831) 645-1362	polsen@mpc.edu
Manager, Systems and Programming	<b>Antoine Andari</b>	(831) 645-1395	aandari@mpc.edu
Theatre Technical Director and Operations Manager	<b>Doug Ridgeway</b>	(831) 646-4211	dridgeway@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.*

# Directory of Student Services

**Academic Council Petitions**  
(831) 645-1377

**Sandy Nee**  
Student Services Building

**Access Resource Center**  
(831) 646-4070

**Jacque Evans**  
Student Services Building

**Admissions & Records**  
(831) 646-4002

Student Services Building

**Articulation**  
(831) 646-3013

**He Seon Ihn**  
Student Services Building

**Assessment and Testing**  
(831) 646-4027

**LaKisha Bradley**  
Student Services Building

**Associated Students of MPC Office**  
(831) 646-4013

**Julie Osborne**  
Student Center

**Athletics**  
(831) 646-4220

**Lyndon Schutzler**  
Physical Education Building

**Bookstore**  
(831) 657-4680

**Bookstore Manager**  
Student Center

**CalWorks**  
(831) 646-4248

**Kacey Giammanco**  
Student Services Building

**CARE**  
(831) 646-4248

**Kacey Giammanco**  
Student Services Building

**Career/Transfer Resource Center**  
(831) 645-1336

**Sudeshna Nand**  
Student Services Building

**Certificate Requirements**  
(831) 646-4020

**Counselors**  
Student Services Building

**Clubs, Student**  
(831) 646-4192

**Julie Osborne**  
Student Center

**Counseling Office**  
(831) 646-4020

**Alethea DeSoto**  
Student Services Building

**Dean, Student Services**  
(831) 645-1377

**Larry Walker**  
Student Services Building

**Early Childhood Education Lab School**  
(831) 646-4066

**Cathy Nyznyk**  
Early Childhood Education Lab School

**EOPS Office**  
(831) 646-4247

**Eric Ogata**  
Student Services Building

**Financial Services**  
(831) 646-4030

**Francisco Tostado**  
Student Services Building

**Graduation Requirements**  
(831) 646-4020

**Counselors**  
Student Services Building

**Health Services**  
(831) 646-4017

**Leann Contapay**  
Student Services Building

**Housing Information**  
(831) 646-4192

**Julie Osborne**  
Student Center

**International Students**  
(831) 645-1357

**Maryam Abusaidi**  
International Center

**Math/Science Upward Bound**  
(831) 645-1306

**Chris Calima**  
Student Services Building

**Parking Permit Purchase**

**WebReg**

**Policies and Regulations, Student**  
(831) 646-4155

Administration Building

**Probation and Disqualification**  
(831) 645-1377

**Sandy Nee**  
Student Services Building

**Registration**  
(831) 646-4002

**Admissions and Records**  
Student Services Building

**Residency**  
(831) 646-4002

**Admissions and Records**  
Student Services Building

**Scholarships**  
(831) 646-4030

**Student Financial Services**  
Student Services Building

**Security**  
(831) 646-4099/(831) 646-4292

**Jo Anna Butron**  
Student Center

**Student Accounts**  
(831) 646-4046

**Fiscal Services**  
Administration Building

**Student Activities**  
(831) 646-4192

**Julie Osborne**  
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**Student Center**  
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Student Center

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2018-2019 Catalog of Courses



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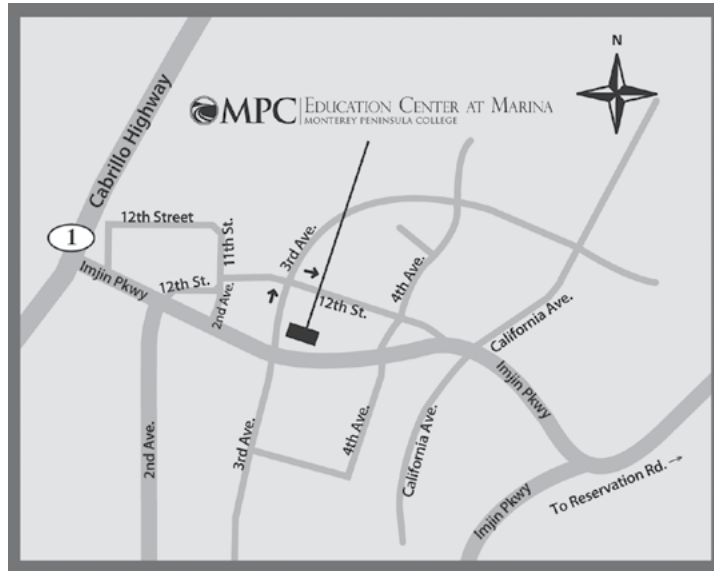
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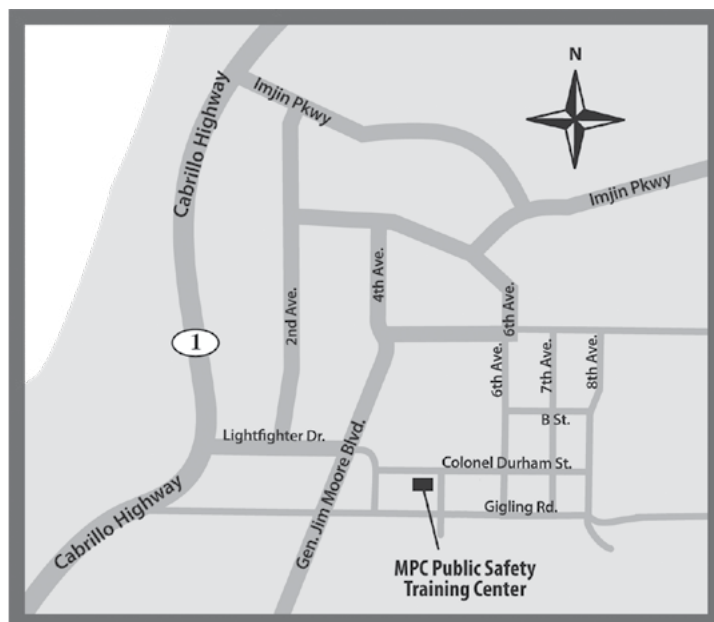
# Marina and Seaside Location Maps

## MPC | EDUCATION CENTER AT MARINA MONTEREY PENINSULA COLLEGE



**MPC EDUCATION CENTER AT MARINA**  
289 12th Street, Marina, CA 93933

## MPC | PUBLIC SAFETY TRAINING CENTER MONTEREY PENINSULA COLLEGE



**MPC PUBLIC SAFETY TRAINING CENTER**  
2642 Colonel Durham Street, Seaside, CA 93955



# MPC

# MONTEREY PENINSULA COLLEGE

980 Fremont Street, Monterey, CA 93940

(831) 646-4000 | [www.mpc.edu](http://www.mpc.edu)

### ADM ADMINISTRATION

- Fiscal Services
- Human Resources
- Information Center
- Information Technology
- Marketing & Communications
- Mail Room
- MPC Foundation
- President's Office
- V.P., Academic Affairs
- V.P., Administrative Services
- V.P., Student Services

### AC ART CERAMICS

### AD ART DIMENSIONAL

- Jewelry & Metal Arts
- Sculpture

### AG ART GALLERY

### AMP AMPHITHEATER

### AS ART STUDIO

- Creative Arts Division Office
- Student Art Center

### AT AUTOMOTIVE TECHNOLOGY

### BMC BUSINESS MATH & COMPUTING

- Business & Computer Science Division Office
- Business Skills Center
- Cooperative Work Experience Office
- Internship Program Office
- Math Learning Ctr.

### DA DANCE & ADAPTIVE PE

- Adaptive Physical Education

### ECE EARLY CHILDHOOD EDUCATION

- Early Childhood Laboratory School

### FA FACILITIES

- Custodial Services
- Grounds
- Maintenance
- Shipping / Receiving

### FC FAMILY & CONSUMER SCIENCE

- FC Kitchen

### FTC FITNESS / TRAINING CENTER

### GA GRAPHIC ARTS

### GC GENERAL CLASSROOMS

- Planning, Research & Institutional Effectiveness (PRIE)

### GYM GYMNASIUM / PE

- Athletic Training
- Equipment Room
- Gymnasium
- Locker Rooms
- Physical Education Division Office

### HU HUMANITIES

### HSS HUMANITIES / SUPPORT SERVICES

- Access Resource Center (ARC)
- High Tech Center
- Humanities Division Office

### IC INTERNATIONAL CENTER

### LF LECTURE FORUM

- Marine Advanced Technology Education (MATE) Center
- Print Shop

### LTC LIBRARY & TECHNOLOGY CENTER

- English & Study Skills Center
- English as a Second Language (ESL) Lab
- Food for Thought Lounge
- Instructional Technology Dept.
- Leon Stutzman Room
- Online Education
- Reading Center
- Sam Karas Room



<b>P</b> Public Parking	All vehicles must have a parking pass. Buy one at Fiscal Services in: <b>ADM</b>	<b>i</b> Information	<b>S</b> Security Office 646-4099	<b>R</b> Restrooms	<b>L</b> Lactation Room	<b>B</b> MST Bus Stop
<b>P</b> Staff Parking		<b>+</b> First Aid / Nurse	<b>⚡</b> Automated External Defibrillator (AED)	<b>R</b> Gender-Inclusive Restroom	<b>♿</b> Accessibility / Elevator	<b>WiFi</b> Campus has Free Wi-Fi

### LS LIFE SCIENCES

- Life Science Division Office

### MU MUSIC

- Listening Center
- Music Hall

### MV MODULAR VILLAGE

- T300
- T500
- T600

### NU NURSING

- Nursing Division Office

### PS PHYSICAL SCIENCE

- Physical Science Division Office

### SS SOCIAL SCIENCE

- Social Science Division Office
- Snack Shack

### SC STUDENT CENTER

- Almaden Room
- Associated Students of MPC (ASMPC)
- Bookstore
- Cafeteria
- Costanoan Room
- Housing Information Center
- **Security: 646-4099**
- Student Activities Office
- TRIO Learning Center
- Veteran's Resource Center

### STS STUDENT SERVICES CONTINUED

- Access Resource Center
- Admissions & Records
- Assessment Center
- CalWorks
- Career/Transfer Resource Center
- Cooperative Agencies Resources for Education (CARE)

### STS STUDENT SERVICES CONTINUED

- Counseling Department
- Dean of Student Services
- Extended Opportunity Programs & Services (EOPS)
- **First Aid & Emergency Care**
- International Student Programs
- Job Center
- Residency Info
- Student Financial Services
- Student Health & Psychological Services
- Testing Center (ARC)
- TRIO Offices
- Student Equity
- Student Support Services

### TH THEATER

- Box Office