



MONTEREY PENINSULA
COLLEGE

www.mpc.edu

2021–2022 CATALOG

Información en Español: Páginas 35-46



expect to learn + expect to be challenged + expect the best

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 Education 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 2021-2022

Fall Semester 2021

August 13 to December 10, 2021

August 13	Classes Begin
August 13-August 29	Late Registration for Semester-Length Classes
September 6	Labor Day Holiday
September 24	Native American Day Commemoration Holiday
November 10	Last Day to Drop Semester-Length Classes and Receive a "W" Grade
November 11	Veterans Day Holiday Observance
November 25-27	Thanksgiving Recess
December 6-10	Final Examinations
December 10	Last day of semester
December 23-January 1	Winter Break

Early Spring Session 2022

January 3 to January 21, 2022

January 3	Classes Begin
January 17	Martin Luther King, Jr. Holiday
January 21	Classes End

Spring Semester 2022

January 24 to May 27, 2022

Januray 24	Classes Begin
January 24-February 5	Late Registration for Semester-Length Classes
February 18	Lincoln's Day Holiday
February 21	Washington's Day Holiday
March 21-25	Spring Break
March 31	Cesar Chavez Day Commemoration Holiday
April 27	Last Day to drop Semester-Length Classes and Receive a "W" Grade
May 23-27	Final Examinations
May 27	Last day of semester
May 27	Commencement
May 30	Memorial Day Holiday

Summer Session 2022

June 6 to July 15, 2022 (6-week session)

June 6 to July 29, 2022 (8-week session)

June 6	Classes Begin
July 4	Independence Day Holiday Observed
July 15	End of 6-Week Session
July 29	End of 8-Week Session

Visit www.mpc.edu for a complete listing of important dates and deadlines.

Welcome from the Office of the President!

Welcome to Monterey Peninsula College – your world-class college by the bay!

A vibrant institution of higher learning, Monterey Peninsula College (MPC) offers exceptional educational opportunities at our campus in Monterey, our Education Center at Marina, our Public Safety Training Center in Seaside, and online.

With a high-quality education, you can transform your personal and professional life. Whether your goal is to get a head start on your college education, earn a certificate or an associate degree, transfer to a four-year university, update your skills, train for a new career, or enrich your personal life, MPC can help you achieve it.



Our excellent and caring faculty, staff, administrators, and board of trustees are dedicated to promoting and supporting your success. In addition to our outstanding academic programs, MPC offers comprehensive supportive resources and specialized programs to help you gain the tools you need to succeed. Concerned about paying for college? We can help you navigate the wide array of scholarships and financial aid available to MPC students, including the Monterey Peninsula College Promise. Interested in enriching your college experience? Engage with our multitude of student organizations and cultural, artistic, and athletic programs and events. At MPC, education doesn't end in the classroom.

Wherever you are on your educational path, MPC will help you take the next step toward success. I look forward to seeing you on campus!

— **David Martin, Ed.D.**, *Superintendent/President*

Bienvenidos

Bienvenidos al Colegio de la Península de Monterey— ¡Tu colegio de nivel mundial en la bahía!

Un colegio vibrante de educación, el Colegio de la Península de Monterey (MPC) ofrece oportunidades excepcionales de educación en nuestras localidades en Monterey, Centro Educativo de Marina, Centro de Entrenamiento de Seguridad Pública, y en línea.

Con una educación de alto nivel, tú puedes transformar tu vida personal y profesional. Si tu meta es avanzar tu educación, recibir un certificado, un diploma asociado, transferirte a una universidad, mejorar tus habilidades, recibir entrenamiento para una nueva carrera, o enriquecer tu vida personal, MPC está aquí para ayudarte a obtenerlo.

Nuestros excelentes y solidarios profesores, empleados, administradores, y la mesa directiva están dedicados a promover y apoyar tus logros. Además nuestros excelentes programas académicos, MPC también ofrece recursos comprensivos y programas especializados para apoyarte a cumplir tus metas. ¿Te preocupa cómo pagar tus costos de matriculación? MPC te puede ayudar a navegar y aplicar para becas y ayuda financiera disponible para nuestros estudiantes. ¡También tenemos la promesa del Colegio de la Península de Monterey! ¿Te gustaría enriquecer tu experiencia académica? Te puedes involucrar con nuestras multitudes de organizaciones estudiantiles o programas artísticos, culturales o eventos de atletismo. En nuestro colegio la educación no termina en la clase.

En lo que necesites, MPC te ayudará a tomar el siguiente paso a tu éxito. ¡Espero verte en nuestro colegio próximamente!

— **David Martin, Ed.D.**, *Superintendent/President*

Monterey Peninsula College

is a community college accredited by the Accrediting Commission for Community and Junior Colleges of 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. 6th-12th grade students (12 years of age or older) may attend with written approval from their school principal and their parent(s) or guardian(s) prior to registering. 6th-8th grade students need additional approval from the Dean of Student Services. Approvals will not be granted after 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. Relay service accepted.

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

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(831) 646-4262

Education Center at Marina:
(831) 646-4850

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

College Information

Monterey Peninsula College is 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

Accreditation Information

Monterey Peninsula College is 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

Monterey Peninsula College is 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 accreditations and certifications from:

- Accreditation Commission for Education in Nursing (ACEN)
- American Medical Technologists (AMT)
- 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 Institute for Automotive Service Excellence (ASE)

Monterey Peninsula Community College District Governing Board 2021-2022

- Yuri Anderson, Chair - Trustee Area 2
- Dr. Loren Steck, Vice Chair - Trustee Area 5
- Debeliah "Debbie" Anthony, Trustee Area 4
- Libby Downey, Trustee Area 3
- Rosalyn Green, Trustee Area 1
- Nathalie Daoud, Student Trustee

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General Information

2021-2022 Catalog of Courses



Mission and Goals

Mission Statement

Monterey Peninsula College is actively committed to student access and success and to fostering an equitable, inclusive, respectful, and supportive community by providing excellent academic programs and student services that respond to the needs of our richly diverse region. The College welcomes all students seeking to enrich their lives, advance their careers, complete certificates, earn associate degrees, and transfer to continue their education.

-Adopted by the Governing Board, June 23, 2021.

Institutional Goals, 2020-2025

Goal 1: Excellent Education: Provide programs and services that meet student and community needs.

- **Access to Educational Programs and Support.** Expand programs and student services at the Marina Education Center and the Public Safety Training Center, as well as online and for working adults and K-12 students, to further serve the educational needs of our community.
 - **Marina Education Center:** Develop an identity and offer relevant programs and services to further serve the educational needs of all students with particular emphasis on the communities of Marina, Sand City, and Seaside.
 - **Public Safety Training Center:** Establish the PSTC as a premier destination for professional development, skill development, and certificate and degree completion for current and future public safety personnel.
 - **Online Programs:** Expand online course offerings and student services to facilitate completion of degree programs.
 - **Working Adults:** Develop a schedule of courses in support of degree completion for working adults.
 - **K-14 Partnerships:** Work with area elementary, middle, and high schools, as well as adult education, develop and expand partnerships in response to community needs.
- **Transfer and Career Programs.** Review and enhance educational programs to provide students with relevant workplace and transfer knowledge and skills.
 - **Transfer Pathways:** Strengthen and expand partnership, transfer, and articulation agreements with 4-year institutions to increase/promote student transfer.
 - **Career Education:** Strengthen, expand, and further align career education programs with the needs of current and future labor markets, and provide opportunities to develop workplace knowledge and skills to satisfy regional demand.
 - **Experiential Learning:** Expand opportunities for internships, externships, work-based learning, hands-on classroom projects, portfolio development, and resume building.
 - **English Language Learners:** Expand opportunities for students to develop foundational language and workplace skills that will contribute to success in career and transfer pathways.
- **Community Education.** Build a robust community education program that meets the needs of community members seeking personal enrichment, personal improvement, and lifelong learning.
- **International Student Program.** Expand and enhance educational programs and services designed to provide access to and support for international students.

Goal 2: Completion Culture: Provide programs, resources, and services that empower students to achieve their educational goals.

- **Effective Strategic Enrollment Management.** Develop and implement a strategic enrollment management plan that aligns outreach and recruitment, admissions, financial aid, educational pathways, class scheduling, instruction, academic and learning support, and student services.
- **Systems to Support Student Completion.** Implement, expand, and enhance systems and processes designed to monitor student performance in course work; track and monitor student progress toward degree completion; identify students needing assistance; manage referrals for support and interventions; and facilitate communication between instruction and student services, including outreach, interventions, and other student support.
- **Academic Guidance.** Provide comprehensive support to help students understand and navigate college systems in order to determine and accomplish their academic and career goals.
- **Communication.** Develop and implement a plan to promote academic programming and student services designed to help guide students in choosing their path and completing their academic goals.
- **Dual Enrollment.** Provide high school students with early access to college coursework to encourage exploration of college majors, accelerate progress toward degrees and certificates, and build a college-going culture.

Goal 3: Innovative Environment: Provide state-of-the-art and sustainable learning environments, technology, and facilities to support student success.

- **Instructional Materials, Supplies, Furniture, and Equipment Plan.** Address ongoing needs related to the instructional materials, supplies, furniture, and equipment necessary for delivering instruction and student services, meeting demand for enrollment, and supporting environmental sustainability.
- **Facility Needs.** Expand, renovate, modernize, and sustain facilities to support teaching and learning; emphasize safety, security, and environmental sustainability; and improve campus signage to provide a welcoming environment that is easy to navigate.
- **Technology Software.** Implement software, including an enterprise resource planning (ERP) system to streamline processes; ensure the integrity and security of data and systems; and enhance student onboarding, academic progress, and completion.
- **Technology Hardware Infrastructure.** Integrate new and enhanced technology and develop a plan for sustaining ongoing technology refreshment needs (e.g., data center, wiring, servers, switches, classroom technology, wifi, and digital signage) to improve functional usage of technology by students, faculty, and staff.
- **Library.** Expand and enhance access to library services, resources, collections, and modern, dynamic learning spaces necessary to stimulate creativity and support research, teaching, and learning.

Goal 4: Campus Community: Foster an organizational culture that supports collaboration, professional growth, and leadership development.

- **Organizational Structure.** Examine the College's organizational structure and continue to align positions to enhance support for strategic initiatives and increase campus-wide collaboration.
- **Work Environment.** Advance a positive work environment by ascribing value to employees through communication, affirmation, and collaboration, as well as creative and inclusive decision-making.

- **Professional Growth.** Expand and sustain access to relevant and well-coordinated professional development opportunities and resources for employees in areas aligned with College strategic initiatives and operations (e.g., equity-minded principles, effective pedagogy, culturally relevant and inclusive instruction, and student success).
- **Leadership Development.** Expand opportunities for employees to serve in new and expanded leadership roles in areas aligned with College strategic initiatives and operations.

Adopted by the Governing Board, January 29, 2020

MPC 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 College separated from the Monterey Union High School District in 1961 and became a separate junior college district serving 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 personnel 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 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 116 campuses in 73 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 2016 to Spring 2019 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, 31% attained a certificate or degree or became “transfer-prepared” during a three-year period from Fall 2016 to Spring 2019. 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, 14% 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 2017 to Spring 2019.

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, immigration status, 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 they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

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, immigration status, 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 they are perceived to have one or more of the foregoing characteristics, or because of their 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 Kayla Valentine, who serves as the Title IX Coordinator, at (831) 646-3038 or 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 Limits

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 they have 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.

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 they are 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 they have 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

For additional information, visit our Title IX webpage by typing "Title IX" in the college's search engine. To report any alleged violations, contact Kayla Valentine, kvalentine@mpc.edu or by phone at (831) 646-3038 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. Relay service accepted.

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

2021-2022 Catalog of Courses



Student Equity and Achievement Program

The Student Equity and Achievement (SEA) Program, established in Education Code (EC) 78222, supports the transition of new students into the College by providing services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, and career advancement. SEA Program services include orientation, counseling/education planning, and follow-up support. Students must complete assessment and placement, orientation, and 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 seven 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 and Placement
5. Counseling/Advisement (student education plan)
6. Registration
7. Lobo Apps Account Activation

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/financial-aid or visit Student Financial Services in the Student Services Building.

STEP THREE – Orientation: Register for the course PERS 10 Orientation to College or complete orientation online or in person 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 Exemption Form with the Student Outreach and Retention Department. This form is available at the Orientation website at www.mpc.edu/orientation. If orientation was not completed at another college, you can complete the online orientation through your student portal. More information about orientation is available at www.mpc.edu/orientation

STEP FOUR – Assessment and Placement: All new matriculated students are required to participate in assessment and placement. Following the guidelines of AB705, Monterey Peninsula College has implemented a new process for placement into English and math courses.

Students receive English & math placement recommendations within five minutes of completing the Application for Admission. Recommendations can be adjusted using Guided Self Placement and answering questions regarding comfort levels with the concepts and skills necessary for success in English as a Second Language and transfer-level English and/or math coursework. Please see our website for the most current information and procedures. See assessment information on our website at www.mpc.edu/assessment or call (831) 646-4027.

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.



STEP FIVE – Counseling/Advisement (Education Plan): There are multiple options for meeting with a counselor: scheduling an appointment, sending an email, or drop-in to speak with a counselor by phone. Visit the Counseling & Academic Advising webpage, www.mpc.edu/counseling, for more information and links to connect with a counselor or 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 and placement, orientation, and counseling/advisement, check the priority registration dates in the Admissions and Records section of the MPC website, www.mpc.edu/admissions

STEP SEVEN – Lobo Apps Account Activation: Learn how to get started with your MPC email and other campus-wide Lobo Apps by visiting <http://www.mpc.edu/loboapps-setup>

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. Call 831-646-4020.

Exemptions

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/CCAP 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/CCAP 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 Equity Program Complaints

If a student believes that assessment, orientation, counseling, or any other Student Equity and Achievement 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 Dean of Student Services 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, a Certificate of Completion, or is admitted through a dual enrollment program, 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 is no longer enrolled in 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 previously, 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) 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. As part of the dual enrollment form process, 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.

A 6th-12th grade student may be admitted as a special part-time student and may only register 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
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.miis.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 \$8,064 per year for full-time students; approximate room, board, books and supplies (\$9,000) and health insurance (\$1,528) bring the average annual budget to approximately \$18,592. 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 or directly by e-mail at international_center@mpc.edu or by telephone at (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
- TRIO 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. If 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

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 review 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. Refer to the 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). 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. For more information, please visit the Student Services - Counseling/Academic Advising website or call (831) 646-4020.



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 cash, check, or money order payments, please visit Fiscal Services. For more information on fees, payments, and refunds, please visit 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 published deadlines.

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 Fees: Monterey Peninsula College may require students enrolling in some courses to pay materials fees, 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 fees 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 2021-2022 academic year is \$292.00 per unit in addition to the Enrollment Fee.

Parking Permits: Students may purchase semester or annual parking permits through WebReg (go to "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 \$10.00 Student Body Fee allows for a picture ID and supports Student Government and entitles the student to local merchants' discounts, ASMPAC 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 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 \$2.00 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 Fees: 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. 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): click on WebReg. To request an official transcript, log on to WebReg or visit 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 deadlines. Only Enrollment Fees are automatically refunded. For refunds other than enrollment fees, please inquire with Admissions and Records, a refund form may be required. Refund Request forms, 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. Any fee/tuition collected for a class that is canceled by the College or collected in error is refundable. Refunds are either issued as checks, which are mailed, or credited directly to the credit card used 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. 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, due to 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.

Return of Tuition Assistance

The Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period of which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

Tuition Assistance will only be used if a student completes the approved courses they are registered for. If a student does not complete their courses and drops the courses, the student, rather than Tuition Assistance will be billed for any fees incurred.

Financial Aid

www.mpc.edu/financial-aid

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)
- 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 (MPC's Federal School Code 001242).
- Activate your MPC email account.
- 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 colleges 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

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

2021-2022 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

Course repetition is monitored and limited as per 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), EW (Excused Withdrawal), or MW (Military Withdrawal) may be limited to a total of three enrollments.

Students are advised to carefully choose their courses each term to ensure successful completion. Course repetition 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 course repetition. Contact the Admissions and Records Office if you have further questions. You may also speak with a counselor.

A student may repeat a course only under the following conditions.

1. after the student's second attempt with a grade of D, F, NC, NP, W, EW, or MW, 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

Counselor signatures are required for some types of course repetition.

In general, there may be a time when a student repeats a course where a prior attempt's grade may be alleviated from the student's grade point average (GPA). Students are encouraged to speak with Admissions and Records and file a Repeat Adjustment Form. Transcripts are not audited; students must inform Admissions and Records through the use of the Repeat Adjustment Form of courses repeated. All GPA adjustments due to course repetition will follow the Credit Course Repetition Guidelines, a comprehensive explanation of the title 5 regulations from the California Community College Chancellor's Office.

Grading

The following symbols are used to record student progress:

Symbol	Definition
Evaluative	
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"])
Non-evaluative	
I	Incomplete
IP	In Progress
MW	Military Withdrawal
RD	Report Delayed
W	Withdrawal
EW	Excused Withdrawal
Noncredit	
P	Pass (Satisfactory completion of a course)
NP	No Pass (Did not complete the course satisfactorily)

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.

Excused Withdrawal (EW): The purpose of the EW non-evaluative symbol is to permit a student to withdraw from a course for reasons beyond their control. An EW is permissible when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- job transfer outside the geographical region;
- illness in the family where the student is the primary caregiver;
- an incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer);
- the student is the subject of an immigration action;
- death of an immediate family member;
- chronic or acute illness;
- verifiable accidents; or
- natural disasters directly affecting the student.

Students seeking an EW symbol must petition the Academic Council and provide documentation that proves the student’s completion of a course is impractical. The Chancellor’s Office defines impractical as impossible due

to reasons beyond the student’s control. A student may petition to request an EW for one or more courses in a term depending on the reason for the request.

Once a student has withdrawn from a course they may petition for an EW. Petition forms are available from Admissions & Records and the MPC website. Students may petition to retroactively change a standard W to an EW for any course taken during spring 2018 or later. Courses taken prior to spring 2018 are not eligible to be petitioned. Courses for which a student has received a grade, rather than a withdrawal, are also not eligible for an EW petition. When either a W or EW symbol is noted, a refund is not permitted for the course(s).

Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. However, the financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

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.

For courses taught with the option of either a letter grade or a P/NP grade, students must select their preference at the time of registration. This option may be updated or changed 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.

Graduation

Graduation Requirements and Catalog Rights

Each academic year commences with the fall semester and includes the spring and summer of the following calendar year. Each catalog is applicable to one academic year. Graduation requirements are subject to change with each catalog. Catalog rights ensure that, although a catalog may change, applicable graduation requirements will always be those delineated in the selected catalog at the time of a student's enrollment.

- 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. Continuous enrollment is defined as having any grading symbol ("A" through "F", "P", "NP", "I", "IP", "EW", "MW", "RD" or "W") for a credit course entered on an official transcript during an academic year.
 - **If there is an absence of at least one academic year and a student returns to MPC**, catalog rights will be reestablished using the current academic catalog determined by the student's semester/term of reentry to the college.
 - **If there is an absence of at least one academic year and a student does not re-enroll at MPC**, the student can choose the degree or certificate requirements from a catalog during their time of continuous enrollment or the catalog requirements in effect at the time of submitting a graduation petition.
- Students must complete general education and major requirements under the same catalog.
- Students planning to use a course to fulfill a CSU-GE or IGETC requirement should confirm that the course is approved for the academic year in which it is taken. If a course is taken before it is approved for inclusion or after it is removed, it cannot be used to meet the requirement for CSU-GE or IGETC. The general education courses may be subject to change each academic year. It is advised that students meet with a counselor regularly to review any changes.
- Students planning to use a course to fulfill an MPC-GE requirement should confirm that the course is approved for the academic year in which it is taken or is included in MPC-GE from their selected catalog.
- Students pursuing an AA or AS (non-transfer) degree may use the MPC-GE, CSU-GE, or IGETC requirements. Students pursuing an AA-T or AS-T (transfer) degree may follow the CSU-GE or IGETC requirements.
- The college reserves the right to change catalog rights or program requirements based upon legal mandate and accreditation standards at any time.
- 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 on the forms section of their 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:

Graduation Term	Deadline to Receive Materials (projected dates)
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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.

Credit for Prior Learning

Credit for Prior Learning (CPL) may be obtained by the methods listed below. Credits acquired through credit for prior learning shall not be counted in determining the 12 semester hours of credit in residence required for Associate degrees. A maximum of 30 units may be earned through CPL (See AP 4235 for more information about Credit for Prior Learning).

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.

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.

International Baccalaureate (IB) Examinations: Monterey Peninsula College considers for transfer credit high-level International Baccalaureate examinations where a grade of 5, 6, or 7 has been earned. The official International Baccalaureate transcript must be submitted to the Admissions and Records Office for review once the student has enrolled. The examinations may also be used to meet prerequisites for other courses.

Credit by Examination (CBE): The purpose of Credit by Examination (CBE) is to provide students who have previously acquired knowledge and/or skills the opportunity to receive college credit for these achievements through an appropriate examination.

To be eligible for Credit by Examination, the student must:

- be registered in the current term and in good standing,
- have completed at least six units at MPC,
- have never received a letter grade or is not currently enrolled in the course.
- have not withdrawn from the course more than once.
- have not received credit for a more advanced course in the same subject.

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the department chair or discipline faculty member prior to initiating the formal process.

Students may earn Credit by Examination by completing the following steps:

1. Complete the request form available from the Admissions & Records Office,
2. Meet with the department chair or discipline faculty member for further instructions

The following courses are approved for credit by examination in 2021-2022:

BUSC 109	Keyboarding for Computers
BUSI 64	Customer Service
EMMS 170A	Emergency Medical Technician 1: Basic Training
EMMS 170B	Emergency Medical Technician 1: Basic Training Application
ENGL 1A	College Composition
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
FREN 2A	Intermediate French <u>or</u> FREN 2B Advanced French (only one may be completed via credit by exam)
HOSP 51	Introduction to the Hospitality Industry
HOSP 63	Hospitality Supervision
HOSP 64	Customer Service
MATH 10	Mathematics for General Education
MATH 12	Number Systems
MATH 13	Pre-Calculus
MATH 16	Elementary Statistics
MATH 17	Finite Mathematics
MATH 18	Calculus and Analytic Geometry for Biology/ Social Science/Business
MATH 20A	Calculus with Analytic Geometry I
MATH 20B	Calculus with Analytic Geometry II
MATH 20C	Calculus of Several Variables
MATH 31	Linear Algebra
MATH 32	Differential Equations
MATH 40	Discrete Mathematics
MATH 260	Pre-Statistics
MATH 261	Beginning Algebra
MATH 263	Intermediate Algebra and Coordinate Geometry
MATH 351	Pre-Algebra
NURS 52A	Nursing I
NURS 52B	Nursing II
NURS 52C	Nursing III
NURS 52D	Nursing IV
NURS 54	Nursing I Accelerated
NURS 55	Applied Foundations of Nursing
NURS 65	Nursing Role Transition
NURS 65L	Nursing Role Transition Lab
SIGN 2B	Advanced American Sign Language II

SPAN 4	Intermediate Spanish II
SPAN 4S	Intermediate Spanish for Spanish Speakers II
THEA 15A	Beginning Acting

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 72-73) from Monterey Peninsula College if the courses were lower or upper 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 Monterey Peninsula College general education Area E credit towards the associate degree or certification for CSU-GE Area E requirements. 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:

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

*Consult Physical Education Department.

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

Students may earn credit for College Board Advanced Placement (AP) exams with scores noted below. AP may 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 Toward Admission	IGETC Area	UC Credit Earned Toward Admission	UC Limitations Toward Credit
Art History	3, 4, or 5	ARTH 3 & 4	Humanities	6	3 units; C1 or C2 (C1 if taken before F09)	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 ¹	3, 4, or 5	MATH 20A	Communication/Analytical Thinking	3 (6 units max for all Calculus exams)	3 units; B4 ¹	3 ¹	2A	2.6	<ul style="list-style-type: none"> 5.3 units max for both AB and BC exams; 2.6 units max for both AB and AB Subscore 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 ¹	3, 4, or 5	MATH 20A (score of 3); MATH 20B (score of 4 or 5)	Communication/Analytical Thinking	6 (6 units max for all Calculus exams)	3 units; B4 ¹	6 ¹	2A	5.3	
Calculus BC/AB Subscore ¹	3, 4, or 5	MATH 20A (score of 3 or higher)	Communication/Analytical Thinking	3 (6 units max for all Calculus exams)	3 units; B4 ¹	3 ¹	2A	2.6	
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	2.6	
Computer Science A ¹	3, 4, or 5	CSIS 10A	Communication/Analytical Thinking	3 (6 units max for both Comp Sci exams)	N/A	3 ¹	N/A	5.3 (1.3 prior to F18)	2.6 units max for both exams
Computer Science AB ¹ (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 ¹	N/A	2.6	
Computer Science Principles ¹	3, 4, or 5	CSIS 9	Communication/Analytical Thinking	6	3 units; B4 ¹ (0 units/N/A before F18)	6 ¹	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)	6	6 units; A2 & C2	6	1A or 3B	5.3	
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)	4	5A & 5C	2.6	
European History	3, 4, or 5	HIST 4 & 5	Social Science	6	3 units; C2 or D (D if taken before Spr09)	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 before 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	2.6	
Italian Language and Culture	3, 4, or 5	No equivalent	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	2.6	
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	2.6	

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 Toward Admission	IGETC Area	UC Credit Earned Toward Admission	UC Limitations Toward Credit
Macroeconomics	3, 4, or 5	ECON 2	Social Science	3	3 units; D	3	4	2.6	
Microeconomics	3, 4, or 5	ECON 4	Social Science	3	3 units; D	3	4	2.6	
Music Theory (only if taken before F09)	3, 4, or 5	MUSI 10A	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 ²	3, 4, or 5	PHYS 2A	Natural Science w/lab	4 (6 units max for all Physics exams)	4 units; B1 & B3 ²	4 ²	5A & 5C	5.3	
Physics 2 ²	3, 4, or 5	PHYS 2B	Natural Science w/lab	4 (6 units max for all Physics exams)	4 units; B1 & B3 ²	4 ²	5A & 5C	5.3	
Physics B ² (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 ²	6 ²	5A & 5C	5.3	5.3 units max for all exams
Physics C ² : 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 ²	4 ²	5A & 5C	2.6	
Physics C ² : Mechanics	3, 4, or 5	No equivalent	Natural Science w/lab	4 (6 units max for all Physics exams)	4 units; B1 & B3 ²	4 ²	5A & 5C	2.6	
Psychology	3, 4, or 5	PSYC 1	Social Science	3	3 units; D	3	4	2.6	
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 3	Humanities	6	6 units; C2	6	3B & 6A	5.3	
Spanish Language and Culture	3, 4, or 5	SPAN 3	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 3	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	2.6	
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 ³	3	4 (3 units) & US-2 ³	2.6	
U.S. History	3, 4, or 5	HIST 17 & 18	Social Science	6	3 units; C2 or D; & US-1 ³	6	3B or 4 (3 units); & US-1 ³	5.3	
World History - Modern (formerly World History before F20)	3, 4, or 5	HIST 8 (HIST 7 & 8 before F20)	Social Science	3 (6 if taken before F20)	3 units; C2 or D	3 (6 if taken before F20)	3B or 4	5.3	

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

² 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.

³ 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).
- An acceptable AP score for IGETC equates to 3 semester units for certification purposes.
- For IGETC certification: Biology, Chemistry, Physics 1, 2, or B; apply 4 semester units; Environmental Science, both Physics C exams; apply 3 semester units. Students who complete these exams will be required to complete at least 4 additional semester units to satisfy the minimum required units for Area 5.
- 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 site: admission.universityofcalifornia.edu under "Requirements."

Students may earn credit for College-Level Examination Program (CLEP) exams with scores of 50 or higher. CLEP credit may 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 Toward Admission
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 ⁴	50	N/A	6	N/A	6
French Level II ⁴	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 ⁴	60	N/A	6	N/A	6
German Level II ⁴	50	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 Toward Admission
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 ⁴	50	N/A	6	N/A	6
Spanish Level II ⁴	63	Humanities	9 (1.2 if taken before F15)	3 units; C2	9 (1.2 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

⁴ 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.

NOTE: A maximum of 30 units may be earned through CLEP.

Students may earn credit for International Baccalaureate (IB) exams with scores noted below. IB credit may 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 Toward Admission	IGETC Units/Area	UC Credit Earned Toward Admission	UC Limitations Toward Credit
Biology HL	5, 6, or 7	N/A	6	3 units; B2	6	3 units; 5B	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.
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 HL (any language except English)	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 and Literature HL (any language except English)	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 HL (any language) (formerly Language A1 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 A Literature and Literature HL (any language) (formerly Language A2 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	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	

• 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.

• UC awards students who complete the IB diploma with a score of 30 or above with 30 quarter (20 semester) units toward their UC degree.

NOTE: Additional IB exams may be accepted by UC for elective credit. Consult a counselor or the UC Admissions site: admission.universityofcalifornia.edu under "Requirements."

Academic Standards

Academic/Progress Probation

Students are not evaluated for probation until they have attempted 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 they have 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 they have achieved a cumulative grade point average of 2.0 or higher in all accumulated units.

Progress Probation: A student who has attempted 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 complete and submit the "Petition for Readmission" form to the Academic Council.

Academic Renewal

There may be 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 petition the Academic Council to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

1. To qualify, the following amount of time will have elapsed since the substandard grades were awarded;
 - a. One semester (fall or spring) with a 2.5 grade point average, OR
 - b. One year with a 2.0 grade point average

2. The student has achieved the grade point average required above in the last 12 units of letter grades completed 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 the above conditions are met, academic renewal will be granted for student selection of up to 30 units of substandard work "D" or "F" grades.

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 under perform 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 their attendance status. When the student has been absent or expects to be absent from a class, they 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 promptly notify the Veteran's Resource Center 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:

- Verbatim copying without proper documentation of the source(s).
- Paraphrasing without proper documentation of the source(s).
- 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:

- 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.
- Unauthorized acquiring, reading or learning of test questions prior to the testing date and time.
- Changing any portion of a returned graded test or report and resubmitting it as an original work to be regraded.
- Presenting the work of another as one's own for a grade or points.
- 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:

- Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
- Issue an "NP" or a failing grade ("F") or "O" for the assignment in question.
- 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, 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

2021-2022 Catalog of Courses



Misión y metas

Declaración de misión

Monterey Peninsula College es una institución de acceso abierto que fomenta el aprendizaje y los logros de los estudiantes en su diversa comunidad. MPC ofrece programas de enseñanza, servicios e infraestructura de alta calidad para apoyar las metas de los estudiantes que buscan oportunidades de transferencia, capacitación profesional, desarrollo de habilidades básicas y aprendizaje para toda la vida.

-Adoptado por la junta directiva el 23 de junio de 2021

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, 2020-2025

Meta 1: Una educación excelente: Brindar programas y servicios que suplan las necesidades del estudiante y la comunidad

- **Acceso a programas y apoyo educativo.** Ampliar programas y servicios para estudiantes en el Centro de Educación de Marina (Marina Education Center) y el Centro de Capacitación en Seguridad Pública (Public Safety Training Center), como también en línea y para adultos que están trabajando y estudiantes de K-12, con el fin de suplir mejor las necesidades educativas de nuestra comunidad.
- **Centro de Educación de Marina:** Desarrollar una identidad y ofrecer programas y servicios relevantes para suplir mejor las necesidades educativas de todos los estudiantes, con énfasis particular en las comunidades de Marina, Sand City y Seaside.
- **Centro de Capacitación de Seguridad Pública (PSTC):** Establecer el PSTC como el destino preferido del personal dedicado a la salud pública, ya sea ahora o en el futuro, para adquirir destrezas, desarrollarse profesionalmente y obtener certificados y títulos.
- **Programas en línea:** Ampliar las ofertas de cursos y servicios estudiantiles en línea, para que puedan completar sus programas de título con mayor facilidad.
- **Adultos que trabajan:** Elaborar un calendario de cursos para que los adultos que trabajan puedan completar su programa de título.
- **Asociaciones para estudiantes de K-14:** Colaborar con las escuelas primarias, intermedias y preparatorias del área, como también las instituciones de educación para adultos, para crear y ampliar asociaciones en respuesta a las necesidades de la comunidad.
- **Programas de transferencia y carreras profesionales.** Revisar y mejorar los programas educativos que brindan a los estudiantes conocimientos y destrezas relevantes para su lugar de empleo o para transferirse a otro programa educativo.
 - **Trayectos de transferencia:** Fortalecer y ampliar los acuerdos de asociación, transferencia y articulación con instituciones educativas de carreras de 4 años, para mejorar/promover la transferencia de estudiantes.
 - Educación en carreras profesionales: Fortalecer, ampliar y avanzar los programas de educación de alineación de carreras para suplir las necesidades de los mercados laborales actuales y futuros, y brindar

oportunidades para desarrollar conocimientos y destrezas en el lugar de trabajo con el fin de satisfacer la demanda regional.

- **Aprendizaje experiencial:** Ampliar las oportunidades para pasantías internas y externas, aprendizaje en el trabajo, proyectos prácticos para el aula, desarrollo de carteras de trabajos y construcción de currículos.
- **Aprendices de idioma inglés:** Ampliar las oportunidades para que los estudiantes adquieran destrezas básicas de lenguaje para desempeñarse en el trabajo, lo cual contribuirá al éxito en sus carreras profesionales y transferencias educativas.
- **Educación comunitaria.** Construir un programa robusto de educación comunitaria que supla las necesidades de los miembros de la comunidad que buscan enriquecerse, superarse personalmente y aprender en forma continua.
- **Programa de estudiantes internacionales.** Ampliar y realizar los programas y servicios educativos diseñados para brindar acceso y apoyo a los estudiantes internacionales.

Meta 2: Cultura de completar los estudios: Proporcionar programas, recursos y servicios para empoderar a los estudiantes con el fin de que alcancen sus metas educativas.

- **Gestión eficaz de inscripción estratégica.** Elaborar e implementar un plan de gestión de inscripción estratégica que alinee los servicios de extensión y reclutamiento, admisión, ayuda económica, trayectos educativos, programación de clases, de instrucción, académicos y de apoyo al aprendizaje.
- **Sistemas para apoyar a los estudiantes.** Implementar, ampliar y mejorar los sistemas y procesos diseñados para supervisar el desempeño de los estudiantes en sus trabajos de curso; controlar y monitorizar el progreso del estudiante para obtener su título; identificar a los estudiantes que necesitan ayuda; administrar las remisiones de apoyo e intervención; y facilitar la comunicación entre los servicios de instrucción y para estudiantes, como los servicios de extensión, intervención y otros servicios de apoyo estudiantil.
- **Guía académica.** Brindar apoyo integral para ayudar a los estudiantes a comprender y navegar los sistemas universitarios, con el fin de determinar y alcanzar sus metas académicas y de carrera profesional.
- **Comunicación.** Elaborar e implementar un plan para promover la programación académica y los servicios estudiantiles diseñados para ayudar a los estudiantes a elegir su trayecto y alcanzar sus metas académicas.
- **Inscripción dual.** Brindar a los estudiantes de la escuela preparatoria fácil acceso a cursos universitarios, para alentar la exploración de especializaciones universitarias, acelerar su progreso en la consecución de títulos y certificados, y generar una cultura universitaria.

Meta 3: Entorno innovador: Proporcionar un entorno, tecnologías e instalaciones de aprendizaje modernas y sostenibles para respaldar el éxito de los estudiantes.

- **Plan de materiales, insumos, mobiliario y equipos de instrucción.** Abordar las necesidades continuas de materiales, insumos, mobiliario y equipos de instrucción para brindar instrucción y servicios estudiantiles, suplir la demanda de inscripción y apoyar la sostenibilidad medioambiental.
- **Necesidades de planta.** Ampliar, renovar, modernizar y sostener instalaciones de planta que apoyen la enseñanza y el aprendizaje; enfatizan la seguridad y la sostenibilidad medioambiental; y mejoren la señalización del campus para brindar un entorno acogedor y fácil de navegar.
- **Software de tecnología.** Implementar software, como un sistema de planificación de recursos empresariales (ERP) para optimizar procesos; garantizar la integridad y seguridad de los datos y los sistemas; y mejorar la incorporación, el progreso académico y la consecución de las metas de los estudiantes.
- **Infraestructura de hardware tecnológico.** Integrar tecnología nueva y realizada, y elaborar un plan para actualizar la tecnología en forma sostenida y constante (por ejemplo, centros de datos, tendido de cables,

enrutadores, tecnología de aula, Wifi y señalización digital) para mejorar el uso funcional de la tecnología por parte de estudiantes, el cuerpo académico y el personal.

- **Biblioteca.** Ampliar y mejorar el acceso a servicios, recursos y colecciones de las bibliotecas, y a los espacios de aprendizaje modernos y dinámicos necesarios para estimular la creatividad y respaldar la investigación, la enseñanza y el aprendizaje.

Meta 4: Comunidad del campus: Promover una cultura organizativa que apoye la colaboración, el crecimiento profesional y el desarrollo de liderazgo.

- **Estructura organizativa.** Examinar la estructura organizativa de MPC y seguir alineando posiciones para mejorar las iniciativas estratégicas y aumentar la colaboración en todo el campus.
- **Entorno de trabajo.** Generar un entorno de trabajo positivo asignando valor a los empleados por medio de comunicación, afirmación y colaboración, como también por medio de un proceso de toma de decisiones creativo e inclusivo.
- **Crecimiento profesional.** Ampliar y sustentar el acceso a oportunidades y recursos profesionales relevantes y bien coordinados para los empleados en áreas alineadas con las iniciativas y operaciones estratégicas MPS (por ejemplo, principios basados en la equidad, pedagogía eficaz, instrucción inclusiva y culturalmente relevante y éxito estudiantil).
- **Desarrollo de liderazgo.** Ampliar las oportunidades para que los empleados asuman funciones de liderazgo nuevas y expandidas en áreas alineadas con las iniciativas estratégicas y las operaciones de MPC.

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:

- **Educación de carrera:** Los programas de educación en carreras profesionales de MPC les ofrecen a los estudiantes la oportunidad de adquirir conocimientos y habilidades necesarios para el empleo y el avance laboral. Los estudiantes orientados a la educación en carreras profesionales pueden obtener tanto certificados sin reconocimiento de créditos a corto plazo como certificados y títulos con reconocimiento de créditos que corroboran la finalización de una serie de cursos que preparan a los estudiantes para el empleo o el avance profesional.
- **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.

- **Adquisición de lenguaje:** El programa de inglés como segundo idioma de MPC está diseñado para ayudar a las personas cuya lengua materna no es el inglés a comunicarse, adquiriendo mayor fluidez de comprensión auditiva, expresión oral, lectura y escritura en inglés.

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 represente al Distrito, deberá proporcionar acceso a sus servicios, clases y programas sin consideración de nacionalidad, estado migratorio, religión, edad, género, identidad de género, expresión de género, raza o etnia, color, condición médica, información genética, ascendencia, orientación sexual, estado civil, discapacidad física o mental, embarazo o estado militar y de veterano, y sin importar que se perciba que presentan una o más de las características anteriores o en virtud de su asociación con una persona o un grupo con una o más de estas características reales o percibidas. El superintendente/presidente establecerá procedimientos administrativos que garanticen que todos los miembros de la comunidad universitaria puedan presentar quejas sobre presuntas violaciones de esta política y que sus quejas sean atendidas de acuerdo con las reglamentaciones del Título 5 y las de otras agencias que administran las leyes estatales y federales con respecto a la no discriminación. Ningún fondo del Distrito se utilizará para una membresía, ni para ninguna participación que implique un pago o contribución financiera en nombre del Distrito o de cualquier individuo empleado por el Distrito o vinculado con este, a ninguna organización privada cuyas prácticas de membresía discriminen por motivos de nacionalidad, estado migratorio, 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 o estado militar y de veterano, y sin importar que se perciba que presentan una o más de las características anteriores o en virtud de su asociación con una persona o un 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 Kayla Valentine, quien actúa como Oficial del Título IX, al (831) 646-3038. 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 respete 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

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 Kayla Valentine, llamando al (831) 646-3038 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 2240 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 de 18 años o mayor que sea capaz de beneficiarse de la educación, o cualquier persona que tenga un diploma de escuela secundaria, un certificado de competencia o un certificado de finalización, o sea admitido mediante un programa de inscripción doble es elegible para asistir a Monterey Peninsula College. Es posible que los estudiantes que no tengan un diploma de escuela secundaria, un certificado de finalización o un GED, o que no hayan aprobado el examen de competencia de la escuela secundaria deban aprobar un examen administrado independientemente para demostrar su capacidad para beneficiarse de la educación de 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 450 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:** Un estudiante que nunca se haya inscrito en ninguna universidad o que haya asistido solo como estudiante de 6.º a 12.º grado y ya no esté inscrito en la escuela secundaria.
- **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 estudiante que haya asistido a Monterey Peninsula College con anterioridad, pero que no se haya inscrito en cursos durante el semestre 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 (6º - 12º 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 6º-12º)

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), 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^o-12^{vo}): Un estudiante actualmente inscrito en 6.^o a 12.^o grado, que tenga al menos 12 años de edad, debe completar una solicitud de admisión y un formulario de inscripción doble cada semestre o sesión de inscripción. Como parte del proceso del formulario de inscripción doble, el estudiante debe tener la recomendación del director de la escuela y la aprobación de los padres. Los estudiantes de 6.^o a 8.^o grado deben tener una aprobación adicional del decano de servicios estudiantiles de MPC o su designado.

Un estudiante de 6.^o a 12.^o grado puede ser admitido como estudiante especial de medio tiempo y solo puede inscribirse en cursos de con reconocimiento de créditos universitarios (cursos numerados del 1 al 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
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 \$8,064 anuales para los alumnos de tiempo completo; aproximadamente

\$9,000 por alojamiento y comida; \$1,528 de seguro médico; la suma de lo cual asciende a \$18,592 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, o bien, escribir directamente a la siguiente dirección electrónica: 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 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 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). 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. Para obtener más información, visite el sitio web de Servicios estudiantiles – Asesoramiento/Orientación académica o llame al (831) 646-4020.

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. Después del segundo intento y de recibir una calificación de D, F, NC o NP, W, EW o MW, el estudiante deberá solicitar un tercer y un cuarto 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

Es necesario contar con las firmas de los asesores para algunos tipos de repeticiones de cursos. En general, se puede dar el caso de que un estudiante repita un curso y la calificación de su intento anterior mejore por su promedio de calificaciones (GPA). Se recomienda a los estudiantes dirigirse a la Oficina de Admisiones y Registros y presentar un formulario de Cambio por repetición. Los expedientes académicos no se auditan; los estudiantes deben informar sobre cursos repetidos a la Oficina de Admisiones y

Registros usando el formulario de Cambio por repetición. Todos los cambios al GPA generados por la repetición de un curso seguirán las Guías sobre repetición de cursos con créditos, una explicación completa de las disposiciones del título 5 de la Rectoría de Colegios Universitarios Comunitarios de California (California Community College Chancellor's Office).

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 Programa de Logros y Equidad Estudiantil (SEA), que se establece en el Código de Educación (EC) 78222, apoya la transición de nuevos estudiantes al Colegio Universitario a través de servicios que promueven los logros académicos y la graduación de los estudiantes, la preparación para transferencias, los certificados de educación técnica y el avance profesional. El Programa SEA ofrece servicios de introducción, orientación/planificación de estudios y respaldo continuo. Los estudiantes deben completar la evaluación y asignación de cursos, orientación y un plan educativo antes del período de inscripción 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 siete pasos importantes que se deben seguir antes de comenzar un curso en Monterey Peninsula College:

1. Admisión
2. Ayuda financiera (opcional)
3. Orientación (en línea o en persona)
4. Evaluación
5. Asesoramiento/Apoyo (Plan de educación estudiantil)
6. Inscripción
7. Activación de cuenta de Lobo Apps

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/financial-aid, o bien visite los Servicios Financieros en el Centro de Estudiantes.

PASO TRES – Orientación: Complete la orientación en línea o inscribese 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.

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/student-services/core-services/orientation/do-i-have-to-attend-an-orientation>

PASO CUATRO: Evaluación y asignación de cursos: Todos los nuevos estudiantes matriculados deben participar en el proceso de evaluación y asignación de cursos. Conforme a los lineamientos de AB705, Monterey Peninsula College implementó un nuevo proceso de asignación de cursos de

inglés y matemáticas. Ya no se realizan evaluaciones de inglés y matemáticas. En su lugar, se utilizan múltiples parámetros para la asignación de cursos, como las calificaciones en las materias de la preparatoria, el promedio de calificaciones y la autoasignación guiada para tomar cursos nivelatorios de inglés y matemáticas. Los avisos de asignación de cursos de inglés y matemáticas están disponibles dentro de las dos horas de completada la solicitud de ingreso.

La prueba de asignación en inglés como segundo idioma (English as a Second Language Placement Test, ESPLT) está diseñada para estudiantes que piensan tomar cursos de expresión oral y comprensión auditiva en inglés como segundo idioma. Los estudiantes que quieran tomar clases de lectura y escritura tienen que tomar la evaluación de asignación guiada.

Las evaluaciones se pueden tomar sin necesidad de cita. Consulte el sitio web de la evaluación en www.mpc.edu/assessment para averiguar las fechas disponibles. Llame al (831) 646-4027 si tiene alguna pregunta.

Los estudiantes discapacitados que necesiten adaptaciones especiales para poder tomar la evaluación deberían comunicarse con el Centro de recursos de acceso para coordinar las medidas a tomar. Teléfono (831) 646-4070. Los usuarios de TTY pueden usar el Servicio de retransmisión 711.

Si un estudiante ha sido exento de tomar las evaluaciones debido a calificaciones previas en otras pruebas o porque cumplió con los prerrequisitos académicos, debe proporcionar al Departamento de Asesoramiento (Counseling Department) un informe de calificaciones o certificado de estudios.

PASO CINCO – Asesoramiento/Orientación (Plan de educación): Los estudiantes pueden hacer una cita con un asesor del Departamento de Asesoramiento (Counseling Department) llamando al (831) 646-4020 o visitando el sitio web de Servicios estudiantiles – Asesoramiento/Orientación académica para completar un Plan de educación estudiantil. Todos los estudiantes que reciban beneficios de veteranos de guerra tienen que reunirse con un asesor para completar un Plan de educación estudiantil.

PASO SEIS – Inscripción: Una vez que el estudiante haya completado la evaluación, orientación y asesoramiento, deberá verificar las fechas de inscripción prioritaria en la sección Admissions and Records (Admisiones y registros) del sitio el web de MPC, www.mpc.edu/admissions

PASO SIETE – Activación de cuenta de Lobo Apps: Sepa cómo empezar con su correo electrónico de MPC y otras Lobo Apps del campus visitando <http://www.mpc.edu/loboapps-setup>.

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. Teléfono: 831-646-4020

Exenciones

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 relacionadas con el Programa de Logros y Equidad Estudiantil

Si un estudiante cree que la evaluación, introducción, orientación o cualquier otro procedimiento del Programa de Logros y Equidad Estudiantil se realizan en forma discriminatoria, puede presentar una queja por escrito. Para información adicional sobre los procedimientos de presentación de quejas, comuníquese con el Decano de Servicios Estudiantiles 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

Todos 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 tarifa de inscripción es reembolsable en el caso de los cursos de los que un estudiante se retire antes de las fechas límite publicadas.

Cuoto 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.

Cuoto 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 2021-2022 es de \$292.00 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 ASMPC 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) 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 \$2.00 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. 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): haga clic en WebReg. Para solicitar un expediente académico, inicie sesión en WebReg o visite 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

Es responsabilidad del estudiante abandonar los cursos antes de las fechas límite correctas. Solo se reembolsan automáticamente las tarifas de inscripción. En el caso de reembolsos que no sean por las tarifas de inscripción, consulte con la Oficina de Admisiones y Registros; es posible que se requiera un formulario de reembolso. Los formularios de solicitud de reembolso, disponibles en nuestro sitio web y en la Oficina de Admisiones y Registros, se deben completar y enviar a la Oficina de Admisiones y Registros antes del final del semestre o de la sesión en la que se deba realizar el reembolso. Se podrá reembolsar cualquier tarifa o matrícula cobrada por una clase cancelada por la universidad o cobrada por error. Los reembolsos se emiten como cheques, que se envían por correo, o se acreditan directamente en la tarjeta de crédito utilizada por los Servicios Fiscales.

Clases canceladas

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

Excepción 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.

Reintegros y 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)

¿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 MPCs;
- 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 (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.

Crterios académicos

Plagio y conducta deshonesta

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:

- Copiar textualmente sin la debida justificación de las fuentes.
- Parfrasear sin reconocer debidamente las fuentes.
- 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 deshonesta

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:

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

- Emitirle una notificación oral o escrita y advertirle al alumno que los actos adicionales de ese tipo resultarán en medidas disciplinarias adicionales.
- Emitir un N o una nota de reprobación (F o O) por la tarea en cuestión.
- Remitir al alumno al vicepresidente del Departamento de Servicios al Alumno para que se le apliquen medidas disciplinarias.



Student Information

2021-2022 Catalog of Courses



Learning Support Services

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. 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) offers free, 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 and help students gain confidence in their mathematical abilities.

Visit <http://www.mpc.edu/mlc> or more information about the Math Learning Center, including locations and hours of operation.

Reading and Writing Center

The Reading and Writing Center (RWC) provides free tutoring for any writing, reading, critical thinking, or research assignment. The center offers pre-transfer level courses that may be completed for credit, as well as noncredit labs. The center provides handouts on grammar, punctuation, essay structure, reading process, note-taking, and documentation formats, as well as reference books and technology to support student work.

Visit <http://www.mpc.edu/rwc> for more information about the Reading and Writing Center, including locations and hours of operation.

STEM CEL Center

STEM CEL is a free drop-in peer tutoring program, to help Science, Technology, Engineering, and Math students succeed in their courses. STEM tutors are trained to assist with questions, direct studies, and help STEM students find access to support and resources to improve self-study, equipping them for success. STEM CEL is free to drop in for studying in a peer supported environment.

Visit <http://www.mpc.edu/stemcel> or more information about the STEM CEL Center, including locations and hours of operation.

Tutoring and Academic Success Center

The Tutoring and Academic Success Center (TASC) is a multidisciplinary learning center designed to enrich the academic experience of MPC's diverse student population through peer tutoring. TASC offers tutoring and support for historically difficult courses that are not supported by other learning centers. TASC promotes a culture that fosters collaboration, inclusion, and academic success for all students. Students receive free tutoring from peers who successfully completed the course.

Visit <https://www.mpc.edu/tasc> for more information about the Tutoring and Academic Support Center, including locations and hours of operation.

Student Support 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 note takers
- 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.

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.

For more information and campus assistance, contact the Access Resource Center at (831) 646-4070 or email arcinfo@mpc.edu

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 and Transfer Resource Center: The Career and Transfer Resource Center offers career and transfer resources, workshops, guidance, academic counseling and referrals. The CTRC provides assistance in career and college exploration through resources that include computer and internet access to research universities and online career information. Students may use these resources to explore schools, majors, occupations and employment information. Career-specific books, handouts and pamphlets are available at the Center. Most of the resources are accessible online through CTRC web pages and the internet. The CTRC also works in collaboration with CSUMB and local colleges to enhance its services, improve student learning, save on resources and obtain a shared goal or vision. Students have access to a phone

and a printer to use for career and transfer purposes. See pages 64-66 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

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 and 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 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 accessed online at 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 Education Laboratory School

The MPC Early Childhood Education 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, Early Learning and Care 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 Education 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. Subsidized families and children of MPC students, faculty, and staff receive priority enrollment. The Early Childhood Education 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 Early Childhood Education Laboratory School is open from 7:45 a.m. to 5:30 p.m., Monday through Friday. Call (831) 646-4066 for more information.

Education Center at Marina

In addition to a wide array of classes offered, day and evening classes are also available six days a week. Student Services available at the Education Center at Marina include: Admissions and Records, ARC Testing Accommodations, ASMPC (Food Pantry, Student ID Cards, CARE Packages, Student Representative), College Bookstore, Career Design Lab (career information and assistance and internship opportunities), Counseling, Financial Aid, Student Health Services, Library Services, and Veterans Information. Services are available in person (face-to-face) and/or virtual (remote) formats. Please contact the Education Center office at (831) 646-4850, marinaed-center@mpc.edu, or by visiting the website at 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>

Academic Support (tutorial services) are available at the Education Center at Marina through the Math Learning Center, Reading and Writing Center, Math Learning Center, and STEM Cel, and the Tutoring and Academic Success Center.

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, 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 are available at the Monterey Campus in the following locations: Cafeteria (Student Center), Snack Shack (Social Science Building), Coffee Shop (Library Technology Center, and vending machines in various locations across campus. Limited food vending services are available at the Education Center at Marina and at the Public Safety Training Center.

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

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 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 the website <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 or by phone at (831) 645-1357. 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. Contact the Job Center by telephone at (831) 646-4195 or by email at Inguyen@mpc.edu. The Job Center office is located in The Career Transfer Resource Center, General Classroom Building Room 103 (GC-103). For more information visit www.mpc.edu/studentjobs

Library and Technology Center

The Library and Technology Center (LTC) houses the MPC Library (main level/2nd floor and top/3rd floor), Reading and Writing Center, English as a Second Language lab, and STEM Cel Learning Center (first floor), and Online Education Support Lab (top/third floor). The LTC also includes classrooms, meeting rooms, and a café.

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

- Collaborative study space (2nd floor) and quiet study space (3rd floor)
- Library instruction (available in-person, online, by phone, by text, and in the classroom)
- Book collection of 75,000+ titles, including e-books
- Interlibrary loan services
- 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
- Print stations (including color); support for printing from personal devices
- Open WiFi access
- Group study rooms with multimedia equipment and computers
- Individual or group seating and study options

Reference assistance is available all 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, 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 Desk.

MPC students may obtain a library card by verifying current enrollment. Residents of the community college district may obtain a library card with limited privileges by showing verification of residence. For hours and more details, consult our website at 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.

Transfer Services

See Career & Transfer Resource Center on page 49.

TRIO 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

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, on and off campus resources, 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 military 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 call the VRC to make a counseling appointment to complete a comprehensive 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

Monterey Peninsula College has established registration and enrollment priority procedures in accordance with Title 5. Veterans/active duty members requesting for priority registration must apply for admissions, complete the assessment and orientation, develop an education plan with an academic counselor, be in good academic standing, and declare a major.

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.

Course Protection Guarantee under the Veteran Benefits and Transition Act of 2018

Effective August 1, 2019, Monterey Peninsula College will allow Veterans under Chapter 33, Chapter 31, and dependents under Chapter 33TOE and Fry Scholarship upon meeting matriculation requirements to remain registered in their courses without being dropped due to unpaid tuition and fees. In order to receive this benefit, students must request to use their benefits by filling out the Certification Request Form and provide a copy of their Certificate of Eligibility or approval Form 28-1905 for Chapter 31 Vocational Rehabilitation students. The certification forms are available at the Veterans Resource Center in the Student Center.

It will be the student's responsibility to pay the school any remaining balance should the student register in courses that are not on his or her approved education plan, or if the student is not entitled to 100% of his or her GI Bill® benefits. Students also have the option to have any outstanding balance deducted from their Financial Aid, if available.

Forever GI Bill® Housing Payment Fulfillment Act of 2018, Section 107

Basic Allowance for Housing (BAH) Reflects Actual Housing Location

Monthly Housing Allowance (MHA) also known as Basic Allowance for Housing (BAH) will calculate its payments based on where the student attends the majority of their classes. In the past, payment was calculated on where the school was located. This is a big change for online students receiving lower BAH payments because their school was located in an area with a lower BAH.

For more information, students can go to:
<https://militarybenefits.info/forever-gi-bill>

The GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the U.S. Government website at <http://www.benefits.va.gov/gibill>

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 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, beach volleyball, 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 CCCCCAA 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 CCCCCAA 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 CCCCCAA 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 \$2.00 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.

1. 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.

2. 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 their own "Education Records" as defined above or those that meet the definition of a "student record" in Title 5 of the California Code of Regulations. 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:** No district representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information. Based

on the District's Board Policy 5040, Monterey Peninsula College has designated the following as directory information:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
 - Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.
- 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, and/or receive other services at the College which relate to their records.

3. 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 extramu-

ral organization, shall be open to all Monterey Peninsula College students without respect to race, creed, or national origin.

b. Freedom of Inquiry and Expression: 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. 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.

4. 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.

5. 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 name calling; 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.
- c. While final action is pending a disciplinary hearing, a student shall have the right to be present on campus and attend classes.

e. Disciplinary Hearing Committee

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.

1. The hearing panel for any disciplinary action shall include a minimum of three members from the standing hearing panel to include the hearing
2. 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.
3. The facts supporting the accusation shall be presented by a college representative who shall be the Dean of Student Services.
4. The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
5. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
6. 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.
7. 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 judgment of the hearing panel, complex legal issues are involved. If the student wish-

es 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.

8. 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.
9. 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.
10. 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.
11. 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.
12. 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.

6. 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.
5. This procedure does not apply to:
 - a. Student disciplinary actions, which are covered under separate Board policies and Administrative Procedures;
 - b. 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 or designee 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 they have 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 judgment 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 or designee'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 Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.”

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

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

The 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, alcohol, or cannabis products, as well as the misuse or illegal use of legally prescribed medications (or drugs) by students or employees on 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.

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.

Campus Crime Statistics

This report meets all reporting requirements as set forth in the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. Monterey Peninsula College also reports this information at the Office of Postsecondary Education Campus Security Statistics Website in cooperation with the U.S. Department of Education. This can be accessed through the Internet at the following website: <http://ope.ed.gov/campussafety/#/>

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

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 Cleary and Campus Crime Statistics

In compliance with the Jeanne Cleary 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.

	2017 TOTALS			2018 TOTALS			2019 TOTALS		
	Monterey	PSTC	Marina	Monterey	PSTC	Marina	Monterey	PSTC	Marina
Criminal Offenses									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	1	0	0	0	0	0	0	0	0
Fondling	2	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	1	0	0	1	0	0
Burglary	0	0	0	4	0	0	3	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes									
Criminal Offenses	0	0	0	0	0	0	0	0	0
Simple Assault	2	0	0	0	0	0	1	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0
Intimidation	2	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism of Property	0	0	0	0	0	0	0	0	0
Violence Against Women Act (VAWA) Offenses									
Domestic Violence	1	0	0	0	0	0	0	0	0
Dating Violence	1	0	0	0	0	0	1	0	0
Stalking	5	0	0	1	0	0	1	0	0
Campus Arrests									
Liquor Law Violations	2	0	0	0	0	0	0	0	0
Drug Abuse Violations	3	0	0	1	0	0	1	0	0
Weapons: Carrying, Possessing, etc.	1	0	1	0	0	0	0	0	0

Safety and Campus Regulations

Access to Campus Facilities

Buildings: Campus buildings (restrooms and some classrooms) 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 may 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 vehicle without either the distinguishing license plate or placard issued by the Department of Motor Vehicles may be parked 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 designated spaces near the Student Services Building. Enforced 7:00 a.m.-9:00 p.m., Monday through Thursday, and 7:00 a.m.-5:00 p.m., Friday.
- 6. Overnight parking:** Overnight parking is not 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.



Transfer Information

2021-2022 Catalog of Courses



Transfer Process

It is recommended that students work closely with a counselor to develop an education plan for transfer 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 many major prerequisites as possible; and following deadlines.

Admission to California Public University Systems

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.

Visit the websites www2.calstate.edu/apply and www2.calstate.edu/apply/transfer for more information.

Lower-Division Transfer (LDT) Admission Requirements

Many campuses restrict or prohibit enrollment of lower-division transfer students who have not reached junior standing. Contact the campus of your choice to determine if there are admission limits.

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

All campuses admit upper division (60 or more transferable units or 90 quarter units) transfer students. Contact a counselor to discuss the campus specific requirements.

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. Supplementary admission criteria may be used to screen all applicants for admission to impacted majors. Information is available at www.calstate.edu

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 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 in the CSU system to a program that is deemed similar to their community college major but are not guaranteed 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 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.

Upper-division Transfer eligibility: All campuses admit upper-division (60 or more transferable units or 90 quarter units) transfer students. Contact a counselor to discuss the campus-specific requirements.

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. It is recommended that you check with the campus of your choice for specific requirements.

Transfer Admission Guarantee (TAG)

The TAG program at Monterey Peninsula College is a “contract” that selected universities make with students who meet the transfer admission requirements and therefore are guaranteed admission. These agreements have minimum GPA and unit completion requirements that vary.

The following six University of California campuses participate in the TAG program: UC Davis, UC Irvine, UC Merced, UC Santa Barbara, UC Santa Cruz, and UC Riverside. Students must have completed at least 30 UC-transferable units to submit TAG. The TAG application is available online throughout the year and is submitted to only one preferred UC campus from September 1 through 30. TAG agreements are generally written one year prior to transfer and are subject to change, so students should begin the process early by meeting with a counselor to receive the most current information.

Transfer Pathways and Pathways+

Students who are decided on a major but wish to keep their UC campus options open should consider the UC Transfer Pathways. As a clear road-map and preparation for a major, a Transfer Pathway offers a single set of courses to take that will transfer to any of the nine UC campuses. Monterey Peninsula College currently offers UCTP programs in Chemistry and Physics. The Pathways+ program combines the Transfer Pathways with TAG providing major preparation as well as guaranteed admission to one of the six TAG-participating UC campuses. For more information on Transfer Pathway majors as well as the Pathways+ program, go to admission.universityofcalifornia.edu/admission-requirements.

CSU/UC Course Agreements Online at ASSIST

Comprehensive articulation information, including transferable course agreements for all California community colleges, is available online at www.assist.org. ASSIST provides access to the most current articulation agreements between the California community colleges and UC or CSU, as well as information on the general education requirements, major preparation, and transfer pathways.

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. Students should see a counselor for more information and check www.assist.org for articulation agreements.

CSU General Education-Breadth

The CSU General Education-Breadth pattern (CSU GE, see page 76) 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.

CSU-GE Certification: Upon completion of the CSU General Education-Breadth pattern, transferring students should request that a CSU-GE certification be sent to the CSU campus of choice. Certification indicates verification by Monterey Peninsula College that a student has completed all lower-division general education requirements for the California State University. Without the certification, students will be held to completing the general education requirements specific to the transfer CSU campus and may be required to complete additional general education coursework after transfer. It is the student's responsibility to request certification by submitting the appropriate form to Admissions & Records Office.

Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC is a selection of courses that community college students can complete to satisfy lower-division general education requirements at any CSU or UC campus. Courses must be completed for all areas with a grade of “C” or better. 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. Counselors are available to help students decide the most appropriate pattern to follow.

IGETC Certification: Upon completion of the IGETC pattern, the transferring student should request that an IGETC certification be sent to the UC or CSU campus of choice. Certification indicates verification by Monterey Peninsula College that a student has completed all lower-division general education requirements for the University of California or California State University. Without the certification, students will be held to completing the general education requirements specific to the transfer UC or CSU campus and may be required to complete additional general education coursework after transfer. It is the student's responsibility to request certification by submitting the appropriate form to Admissions & Records Office. 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, and Area 2 (see page 77 for IGETC). Students intending to transfer to CSU are also required to complete an additional course in Oral Communication (Area 1C) 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.

IGETC for STEM: Certain Associate Degrees for Transfer allow the use of IGETC for STEM. With this GE option, students follow the IGETC pattern but delay completing one Arts or Humanities course, one Social and Behavioral Science course, and the Language Other Than English requirement (only for UC-bound students who have not satisfied it through proficiency) until after transfer. Allowance for the use of IGETC for STEM pattern is noted within the applicable program listing.

Transfer to Local Private Universities

Brandman University (Monterey Campus)

(Subject to change; check with a counselor.)

Students who complete an Associate Degree for Transfer (AA-T or AS-T) are guaranteed admission to Brandman University in junior standing. An AA-T or AS-T is not required for admission, however, it is encouraged that students complete at least 60 transferable units and either the IGETC or CSU-GE requirements.

For more information, schedule an appointment with an MPC counselor or contact Brandman University at (800) 746-0082.

Middlebury Institute of International Studies at Monterey

(Subject to change; check with a counselor.)

Student who meet the transfer eligibility requirements to the Middlebury Institute of International Studies at Monterey can complete a Bachelor of Arts (BA) in International Studies and a Master of Arts (MA) in International Policy and Development, Nonproliferation and Terrorism Studies, or Public Policy in three years. Qualified students are also eligible to receive scholarship funds on an annual basis to defray the cost of tuition.

Transfer eligibility requirements:

- Complete the IGETC or CSU-GE;
- Complete at least the first year of a second language if planning to pursue the MA in Nonproliferation and Terrorism Studies;
- Complete 60 transferable units and have junior standing upon matriculation to MIIS (Each transferable course must have a grade of B or better and up to 15 transferable units may be Pass/No Pass).

For more information, schedule an appointment with an MPC counselor or contact MIIS at (831) 646-4100.

Monterey College of Law

(Subject to change; check with a counselor.)

Students interested in transferring to the Monterey College of Law can visit montereylaw.edu or call (831) 582-4000.

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.

Cross-Enrollment

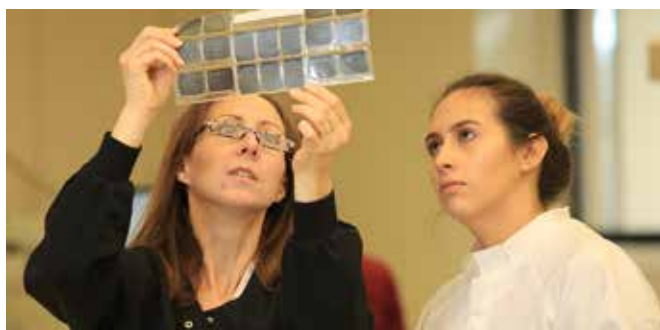
UC and CSU

(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



Programs: Requirements, Learning Outcomes, and Courses

2021-2022 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, off-campus locations, and online.

Monterey Peninsula College offers the following types of programs:

- **Career Education:** MPC's career education programs offer students the opportunity to gain knowledge and skills needed for employment and job advancement. Students in career education pathways can earn short-term noncredit certificates as well as for-credit certificates and degrees that recognize the completion of a series of coursework that prepares students for employment or career advancement.
- **Transfer:** MPC's transfer programs are designed to enable students to complete 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 (ADT) which guarantees admission into selected programs at campuses in the CSU system.
- **Skill 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. Learning support services are available for language and mathematics skill development.
- **Language Acquisition:** MPC's English as a Second Language program is designed to help non-native English speakers communicate by gaining fluency in listening, speaking, reading, and writing English.

In order to increase access, Monterey Peninsula College offers courses in the community as well as on the Monterey, Marina, and Seaside campuses. Classes are also offered through the Older Adult program at senior citizen centers and at other easily accessible sites. MPC has a robust "dual enrollment" program to provide high school students with the opportunity to enroll in college classes.

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 Agreements, providing educational opportunities in partnership with numerous 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 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 education 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 complete 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.
5. A maximum of 20 units of "P" may be applied towards the associate degree.
6. Completion of a minimum of twelve (12) units at Monterey Peninsula College, with at least six units 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.

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

- 60 CSU-transferable semester units.
- The California State University General Education-Breadth (CSU GE-Breadth) pattern; 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.
- Obtainment of 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 at MPC. Additional majors may be in development. For more information, please consult a counselor and/or visit www.mpc.edu

- Administration of Justice (AS-T)
- Anthropology (AA-T)
- Art History (AA-T)
- Biology (AS-T)
- Business Administration (AS-T)
- Business Administration 2.0 (AS-T)
- Chemistry (AS-T)
- Communication Studies (AA-T)
- Computer Science (AS-T)
- Early Childhood Education (AS-T)
- Economics (AA-T)
- Elementary Teacher Education (AA-T)
- English (AA-T)
- Geology (AS-T)
- Global Studies (AA-T)
- History (AA-T)
- Kinesiology (AA-T)

- Mathematics (AS-T)
- Music (AA-T)
- Nutrition and Dietetics (AS-T)
- Philosophy (AA-T)
- Physics (AS-T)
- Political Science (AA-T)
- Psychology (AA-T)
- Social Justice Studies: Ethnic Studies (AA-T)
- Social Justice Studies: Gender and Woman's Studies (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 a program of study and is awarded upon satisfying the following:

1. Certificate requirements
2. Each course in the major must be completed with a grade of “C” or better. Some programs require higher performance levels.
3. Residency requirements:
 - Certificates less than or equal to 12 units: all units applied toward major requirements must be completed at Monterey Peninsula College.
 - Certificates greater than 12 units: at least 12 units applied toward the major requirements must be completed at Monterey Peninsula College.

For information on how to petition for a Certificate of Achievement, please contact Admissions & Records.

Certificate of Training

Some programs offer a Certificate of Training for the successful completion of 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 a Certificate of Achievement and/or an Associate Degree. For information on how to petition for a Certificate of Training, please contact the subject department or division.

Certificate of Completion

A noncredit Certificate of Completion recognizes the successful completion of a sequence of courses in English as a second language or a career education field designed to increase skills for employment in industry. For information on how to petition for a Certificate of Completion, please contact Admissions & Records.

Graduation Requirements

Competency Requirements

1. Reading and Writing

- Completion of ENGL 1A or ENGL 1AE with a grade of “C” or better or a verified equivalent course successfully completed at another college.
- Competency may also be met by achievement of any of the following minimum test scores:

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

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.

2. Mathematics

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

- A grade of “C” or better for one year in Algebra II, Common Core Integrated Math 3, or equivalent math course, or higher math course from a high school or another secondary institution.
- A grade of “C” or better in MATH 263 (Intermediate Algebra and Coordinate Geometry) or in a higher MPC math course.
- A grade of “C-” or better in an equivalent intermediate algebra course or in a higher math course from another university or college.
- Achieving any of the following minimum scores:

Examination	Score
Advanced Placement (AP) Calculus AB or BC Statistics or Computer Science Principles CLEP subject exam in College	3, 4 or 5
Algebra, Calculus or Trigonometry	50 or higher

An official college or high school transcript must verify course and grade.

An official score report must be presented to verify AP or CLEP scores.

3. Information Competency

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

- Completion of LIBR 50 with a grade “C” or better.
- Completion of an equivalent course at another college or university.
- Completion of the Information Competency Requirement at another college or university.
- A satisfactory score on the Information Competency proficiency exam (0 units).
- Credit by examination with a passing grade “C” or better will be accepted for LIBR 50.

General Education Course Requirements

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

CSU General Education-Breadth (CSU 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 72 for the components of the CSU GE-Breadth pattern and the courses that satisfy each component. This pattern is recommended for Associates Degrees if you intend to transfer 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 73 for the components of the IGETC and the courses that satisfy each component. Use this pattern for Associates Degrees if you plan to transfer to either the CSU or the UC.

Consult a counselor for assistance in selecting the appropriate General Education pattern for your educational goal.

MPC General Education:

The MPC General Education pattern is intended to provide a broad educational foundation for students enrolled in a Career Education or local associate degree not intended for transfer.

The MPC General Education pattern is divided into six areas, as described below. See page 74 for the courses that satisfy each area.

MPC General Education Learning Outcomes

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 to use laboratory experiments and concepts or theories 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 career goals.

AREA F: Intercultural Studies

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

California State University General Education Breadth Requirements 2021-2022

Completion of this pattern satisfies the 39 units of lower-division general education breadth requirements for transfer to any CSU campus as well as the general education requirements for the Associate Degree for Transfer (AA-T, AS-T) and for the associate degree (AA, AS). Courses listed in more than one area may be used to satisfy only one area. The "Golden Four" (Areas A1, A2, A3, B4) must be completed with grades of C- or better. Consult with a counselor regarding your education plan.

		Other College Course / Advanced Placement Exam	Needed	In progress	Completed
A	ENGLISH LANGUAGE COMMUNICATION and CRITICAL THINKING • 9 units • Select one course from A1, A2, and A3.				
	A1 Oral Communication SPCH 1, 2, 3				
	A2 Written Communication ENGL 1A, 1AE				
	A3 Critical Thinking ENGL 2; PHIL 6, 10				
B	SCIENTIFIC INQUIRY and QUANTITATIVE REASONING • 9 units • 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.				
	B1 Physical Science ASTR <u>10</u> ; BIOL 31; CHEM <u>1A, 1B, 2, 10, 12A, 12B, 30A, 30B</u> ; ENGR 9; GEOL <u>2, 3, 9, 12</u> ; OCEN <u>2</u> ; PHYS <u>2A, 2B, 3A, 3B, 3C, 10, 12</u>				
	B2 Life Science ANAT 1, <u>5</u> ; ANTH 2; BIOL <u>10, 13, 21, 22, 25, 30, 31</u> ; PHSO 1; PSYC 38				
	B3 Laboratory Activity ANAT 2, 5; ANTH 2L; ASTR 10L; BIOL 10, 13, 21, 22, 32; CHEM 1A, 1B, 2, 10, 12A, 12B, 30A, 30B; ENGR 9; GEOL 2L, 3L, 12L; OCEN 2L; PHSO 2; PHYS 2A, 2B, 3A, 3B, 3C, 10, 12				
	B4 Mathematics/Quantitative Reasoning MATH 10, 12, 13, 16, 17, 18, 20A, 20B, 20C, 31, 32, 40; PSYC 19; SOCI 19				
C	ARTS and HUMANITIES • 9 units • Select a minimum of nine units with at least three units from C1 and at least three units from C2.				
	C1 Arts ARTB 10; ARTH 1, 3, 4, 8, 12, 14; ARTP 10, 11A, 14; ARTV 1; DANC 5; ETNC 4, 5; FASH 11; GWOS 4; HUMA 4; MUSI 1, 2, 3, 5, 10A, 10B; SPCH 5; THEA 1, 4, 5, 6, 9, 10, 53				
	C2 Humanities (Underlined courses also satisfy the CSU Graduation Requirement below.) ENGL 1B, 5, 11, 17, 18, 22, 40A, 40B, 43, 44, 45, 46, 47, 48, 49, 52, 53; ETNC 4, 5, 6, 23, <u>24, 25, 40</u> ; FREN 1A, 1B, 2A, 2B; GENT 1-23; GWOS 4, 5, 11, <u>12, 15, 40</u> ; HIST 4, 5, 6, 7, 8, 10, <u>12, 15, 17, 18, 20, 23, 24, 25, 40, 47</u> ; HUMA 4, 10, 30, 40; JPNS 1A, 1B, 2A; LING 10, 15, 25, 30; PHIL 2, 4, 8, 13, 40; SIGN 1A, 1B, 2A, 2B, 20; SPAN 1, 1S, 2, 2S, 3, 3S, 4, 4S, 18, 22, 50A, 50B; SPCH 5; THEA 6, 9, 10; WRLD 4A, 4B, 20				
	C1 or C2				
D	SOCIAL SCIENCES • 6 units • Two different disciplines recommended but not required. Underlined courses also satisfy the CSU Graduation Requirement below.				
	ADMJ 2; ANTH 2, 4, 6, 8, 20, 30; COMM 35; ECED 1, 55, 56; ECON 1, 2, 4; ETNC 6, 10, 13, 14, <u>16, 18, 20, 22, 23, 24, 25, 30, 40, 45</u> ; GENT 1-23; GEOG 2, 4, 5; GLST 1, 2; GWOS 1, 3, 4, 5, <u>10, 12, 30, 40</u> ; HIST 4, 5, 7, 8, 10, <u>12, 15, 17, 18, 20, 23, 24, 25, 40, 47</u> ; HUMA 40; KINS 44, 48; LING 15, 25, 30, 35, 45, 46; PHIL 40; POLS <u>1, 2, 3, 4, 5, 10, 16, 18</u> ; PSYC 1, 3, 6, 25, 35, 38, 40, 50; SIGN 20; SOCI 1, 2, 3, 11, 12, 13, 14, 16, 17, 22, 40; SPCH 4, 10; WRLD 4A, 4B, 20				
E	LIFELONG LEARNING and SELF-DEVELOPMENT • 3 units				
	BUSI 22; ECED 1; HLTH 4, 7; HUMA 10; NUTF 1; PERS 50, 51; PHIL 4; PSYC 1, 6, 25, 38, 40, 50; SOCI 1, 40; <u>OR</u> take KINS 51 (2 units) <i>and</i> physical activity courses for 1 unit: ADPE 6-16; ATHL 21; DANC 10ABCD-19ABCD, 21; PHED 2ABCD-24AB; PFIT 2-50				
F	ETHNIC STUDIES • 3 units • Required for new students entering Fall 2021. Continuing students with catalog rights prior to Fall 2021 may complete the CSU-GE pattern without Area F and with the Area D requirement of 9 units in at least two different disciplines. Underlined courses also satisfy the CSU Graduation Requirement below.				
	ANTH 20; ETNC 5, 6, <u>16, 18, 20, 22</u> ; POLS <u>16, 18</u> ; SOCI 22				
CSU GRADUATION REQUIREMENT: U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS Completion of the following areas (US-1, US-2, US-3) prior to transfer is strongly recommended. The courses below may also be used to satisfy Area C2, D, or F. *Indicates courses that may be used to satisfy more than one US area. <u>US-1: Historical Development of American Institutions & Ideals:</u> ETNC 24*, 25*; GWOS 12; HIST 12, 17, 18, 24*, 25* <u>US-2: U.S. Constitution & Government:</u> ETNC 16*, 18*, 24*, 25*; GWOS 10*; HIST 24*, 25*; POLS 1*, 10*, 16*, 18* <u>US-3: California State & Local Government:</u> ETNC 16*, 18*; GWOS 10*; POLS 1*, 10*, 16*, 18*			US-1 <input type="checkbox"/>		
			US-2 <input type="checkbox"/>		
			US-3 <input type="checkbox"/>		

Student Name _____ SID# _____/_____/_____

Counselor Signature _____ Date _____

Intersegmental General Education Transfer Curriculum (IGETC) 2021-2022

Completion of this pattern satisfies the 37 units of lower-division general education requirements for transfer to any CSU or UC campus as well as the general education requirements for the Associate Degree for Transfer (AA-T, AS-T) and for the associate degree (AA, AS, AS-UCT). Courses listed in more than one area may be used to satisfy only one area. 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.

IGETC COMPLETED FOR: <input type="checkbox"/> California State University <input type="checkbox"/> University of California		Other College Course / Advanced Placement Exam	Needed	In progress	Completed
1	ENGLISH COMMUNICATION • CSU: Three courses required, one each from 1A, 1B, and 1C. • UC: Two courses required, one from 1A and one from 1B.				
	1A English Composition • 1 course, 3 semester units ENGL 1A, 1AE				
	1B Critical Thinking – English Composition • 1 course, 3 semester units ENGL 2; PHIL 10				
	1C Oral Communication (CSU requirement only) • 1 course, 3 semester units SPCH 1, 2				
2	MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING • 1 course, 3 semester units				
	MATH 13, 16, 17, 18, 20A, 20B, 20C, 31, 32, 40; PSYC 19; SOCI 19				
3	ARTS and HUMANITIES • 3 courses, 9 semester units • At least three courses, with at least one course from 3A and one course from 3B.				
	3A Arts ARTB 10; ARTH 1, 3, 4, 8, 12, 14; ARTP 14; ETNC 4, 5; GWOS 4; HUMA 4; MUSI 1, 2, 3, 10A, 10B; THEA 1, 4, 5, 6, 9, 10, 53				
	3B Humanities (Underlined courses also satisfy the CSU Graduation Requirement below.) ENGL 1B, 5, 11, 17, 18, 22, 40A, 40B, 43, 44, 45, 46, 47, 49; ETNC 4, 5, 6, 23, 24, 25; FREN 2A, 2B; GENT 21, 22, 23; GWOS 4, 5, 11, 12, 15, 40; HIST 4, 5, 6, 7, 8, 10, 12, 15, 17, 18, 20, 23, 24, 25, 47; HUMA 4, 10, 30, 40; JPNS 2A; LING 10, 15, 25, 30; PHIL 2, 4, 8, 13, 40; SIGN 2A, 20; SPAN 3, 3S, 4, 4S, 5, 18, 22, 50A, 50B; THEA 4, 9, 10; WRLD 20				
	3A or 3B				
4	SOCIAL and BEHAVIORAL SCIENCES • 3 courses, 9 semester units • At least three courses from at least two disciplines or an interdisciplinary sequence. Underlined courses also satisfy the CSU Graduation Requirement below.				
	ADMJ 2; ANTH 2, 4, 6, 8, 20, 30; ECED 1, 55; ECON 1, 2, 4; ETNC 6, 10, 13, 14, 16, 18, 20, 22, 23, 24, 25, 30, 45; GEOG 2, 4, 5; GLST 1, 2; GWOS 1, 3, 4, 5, 10, 12, 30, 40; HIST 4, 5, 7, 8, 10, 12, 15, 17, 18, 20, 23, 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, 16, 17, 22, 40; SPCH 4, 10; WRLD 20				
5	PHYSICAL and BIOLOGICAL SCIENCES • 2 courses, 7 semester units • At least two courses, one from 5A and one from 5B; at least one must include a 5C laboratory course; such courses with the lab component in 5C are underlined.				
	5A Physical Science ASTR 10; BIOL 31; CHEM 1A, 1B, 2, 10, 12A, 12B, 30A, 30B; GEOL 2, 3, 9, 12; OCEN 2; PHYS 2A, 2B, 3A, 3B, 3C, 10, 12				
	5B Biological Science ANAT 5; ANTH 2; BIOL 10, 13, 21, 22, 25, 30, 31; PHSO 1; PSYC 38				
	5C Science Laboratory ANAT 5; ANTH 2L; ASTR 10L; BIOL 10, 13, 21, 22, 32; CHEM 1A, 1B, 2, 10, 12A, 12B, 30A, 30B; GEOL 2L, 3L, 12L; OCEN 2L; PHSO 2; PHYS 2A, 2B, 3A, 3B, 3C, 10, 12				
6	LANGUAGES OTHER THAN ENGLISH • (UC requirement only) Proficiency equivalent to two years of high school study in the same language				
	Any World Language: FREN / JPNS / SIGN / SPAN 1, 1A, 1B, 1S, 2, 2A, 2B, 2S, 3, 3S, 4, 4S; SPAN 22, 50A, 50B				
CSU GRADUATION REQUIREMENT: U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS (Not part of IGETC; may be completed prior to transfer) Complete all areas: US-1, US-2, US-3. The courses below may also be used to satisfy Area 3B or 4. *Indicates courses that may be used to satisfy more than one US area. US-1: Historical Development of American Institutions & Ideals: ETNC 24*, 25*; GWOS 12; HIST 12, 17, 18, 24*, 25* US-2: U.S. Constitution & Government: ETNC 16*, 18*, 24*, 25*; GWOS 10*; HIST 24*, 25*; POLS 1*, 10*, 16*, 18* US-3: California State & Local Government: ETNC 16*, 18*; GWOS 10*; POLS 1*, 10*, 16*, 18* Note: Courses used to meet IGETC requirements may be used to satisfy this CSU graduation requirement at the discretion of the receiving CSU campus.			US-1 <input type="checkbox"/>	US-2 <input type="checkbox"/>	US-3 <input type="checkbox"/>

Student Name _____ SID# _____ / _____ / _____

Counselor Signature _____ Date _____

Monterey Peninsula College General Education Requirements 2021-2022

Completion of this pattern satisfies the general education requirements for the non-transfer associate degree only (AA, AS). Courses listed in more than one area may be used to satisfy only one area. Consult with a counselor regarding your education plan.

		Other College Course / Advanced Placement Exam / CLEP	Needed	In progress	Completed
A	COMMUNICATION SKILLS • 6 units				
	A1 English Composition: 3 units ENGL 1A, 1AE				
	A2 Communication & Analytical Thinking: 3 units BUSI 42, 110; CSIS 1, 9, 10A, 87; EDUC 2; ENGL 2; LING 49; MATH 10, 12, 13, 16, 17, 18, 20A, 263; PHIL 6, 10; POLS 7; PSYC 19; SOCI 15, 19; SPCH 1, 2, 3				
B	NATURAL SCIENCE • 3 units (must include lab)				
	ANAT 1 & 2, 5; ANTH 2 & 2L; ASTR 10 & 10L; BIOL 10, 13, 21, 22, 25 & 26, 31 & 32; CHEM 1A, 2, 10, 30A; ENGR 9; GEOL 2 & 2L, 3 & 3L, 12 & 12L; HORT 53; NUTF 10 & 10L; OCEN 2 & 2L; PHYS 2A, 3A, 10, 12; PHSO 1 & 2				
C	HUMANITIES • 3 units				
	ARCE 1A, 2A, 3A, 8, 9; ARTB 2, 3, 4, 10; ARTD 1A, 40A; ARTH 1, 3, 4, 8, 12, 14; ARTP 10, 11A, 14; ARTS 10A, 12A, 40A, 60; ARTV 1; COMM 5, 7, 35; DANC 5; ENGL 1B, 5, 11, 17, 18, 22, 25A, 25B, 25C, 40A, 40B, 43, 44, 45, 46, 47, 48, 49; ETNC 4, 5, 6, 23, 24, 25, 45; FASH 11; FREN 1A, 1B, 2A, 2B, 50A, 50B; GENT 1-23; GWOS 1, 4, 5, 11, 15, 40; HIST 6, 15, 23, 24, 25; HUMA 4, 10, 30, 40; JPNS 1A, 1B, 2A; LING 10, 15, 25, 30, 35, 45, 46, 49, 50; MUSC 14A; MUSI 1, 2, 3, 5, 10A; PHIL 2, 4, 8, 13, 40; SIGN 1A, 1AL, 1B, 2A, 2B, 10, 20; SPAN 1, 1S, 2, 2S, 3, 3S, 4, 4S, 5, 18, 22, 50A, 50B; SPCH 4, 5; THEA 1, 2, 4, 5, 6, 7A, 8A, 9, 10, 53; WRLD 4A, 4B, 20				
D	SOCIAL SCIENCE • 3 units				
	ADMJ 2; ANTH 2, 4, 6, 8, 20, 30; BUSI 46; COMM 5, 35; ECED 1, 55, 56; ECON 1, 2, 4; EDUC 1 & 1L, 2; ETNC 4, 5, 6, 10, 13, 14, 16, 18, 20, 22, 23, 24, 25, 30, 40, 45; GENT 1-23; GEOG 2, 4, 5; GLST 1, 2; GWOS 1, 3, 4, 5, 10, 12, 15, 30, 40; HIST 4, 5, 6, 7, 8, 10, 12, 15, 17, 18, 20, 23, 24, 25, 40, 47; HUMA 40; KINS 44, 48; LING 15, 25, 30, 35, 45, 46, 49, 50; PHIL 40; POLS 1, 2, 3, 4, 5, 7, 10, 16, 18; PSYC 1, 3, 6, 19, 25, 35, 38, 40, 50; SIGN 10; SOCI 1, 2, 3, 11, 12, 13, 14, 15, 16, 17, 19, 22, 40; SPCH 4, 10; WRLD 4A, 4B, 20				
E	SELF-DEVELOPMENT • 3 units • Select from E1 or E2.				
	E1 Wellness ADPE 6-16; ATHL 18, 21, 29; BIOL 31; BUSI 60; COMM 35; DANC 10ABCD-19ABCD, 21; ECED 61; HLTH 4, 7; HOSP 21, 22; KINS 46, 51, 63; LING 25, 35; NUTF 1, 3; PHED 2ABCD-24AB; PFIT 2-50; PSYC 25, 50				
	E2 Career Exploration ADMJ 2, 57, 68; ARTS 10A, 12A, 40A, 41A, 60, 62A; AUTO 100; BUSC 108, 109, 117A, 140, 150, 160, 170; BUSI 1A, 20, 44, 49, 62, 68, 120A; CSIS 50 & 50L, 72A, 76A, 81, 83A; COOP 91.1-92; DNTL 100; ECED 71A, 72; EDUC 1 & 1L; EMMS 1, 30, 170A, 170B; ENGL 56A, 56B; ENGR 1A; FASH 10; FPTC 1; HORT 51, 52; HOSP 23, 40, 51, 53, 63; HUMS 50; KINS 40, 41, 43, 45, 50; MASS 82; MEDA 100; MUSI 20, 48A, 50A; NUTF 2, 25; PERS 10, 50, 51, 59, 71; REAL 50; SPAN 31; THEA 21A				
F	INTERCULTURAL STUDIES • 3 units (Only MPC Nursing students are exempt from fulfilling this GE area.)				
	ANTH 4, 20, 30; BUSI 38; ECED 56; ENGL 40A, 40B; ETNC 4, 5, 6, 10, 13, 14, 16, 18, 20, 22, 23, 24, 25, 30, 45; GWOS 1, 3, 4, 5, 12, 15, 30, 40; HIST 6, 10, 12, 15, 23, 24, 25; HUMA 30, 40; LING 25, 45, 50; PHIL 8, 40; POLS 16, 18; SOCI 13, 14, 22; SPAN 1S, 2S, 3S, 4S, 5, 18, 22; SPCH 4; THEA 4				

- AA/AS Graduation Requirements: Reading and Writing Competency: ENGL 1A or 1AE
 Math Competency: MATH 263 or higher; or high school Algebra II, or Common Core Integrated Math 3, or higher
 Information Competency: LIBR 50 or equivalent

Student Name _____ SID# _____/_____/_____

Counselor Signature _____ Date _____

Programs of Study

	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Training	Noncredit Certificate of Completion
Administration of Justice	AS-T				
- Administration of Justice - Law Enforcement		AS	COA		
- Administration of Justice - Level I Policing			COA		
- Administration of Justice - Level II Corrections			COA		
American Sign Language		AA	COA		
Anthropology	AA-T				
Art					
- Art and Technology			COA		
- Art History	AA-T	AA	COA		
- Art Photography		AA	COA		
- Ceramics and Glass		AA	COA		
- Ceramics			COA		
- Glass			COA		
- Drawing		AA	COA		
- Graphic Arts		AS	COA		
- Jewelry and Metal Arts		AA	COA		
- Painting		AA	COA		
- Printmaking		AA	COA		
- Sculpture		AA	COA		
- Studio Arts	AA-T				
Astronomy		AS			
Automotive Technology		AS	COA		
- Automotive Maintenance and Light Repair			COA		
- Emission Specialist			COA		
Biology	AS-T				
- Biological Sciences		AS			
Business					
- Business - Accounting		AS	COA		
- Business - Accounting/Bookkeeping			COA		
- Business Administration	AS-T	AS	COA		
- Business Administration 2.0	AS-T				
- Business Technology			COA		
- Business - Entrepreneurship			COA		
- Business - Entry Level Office Worker			COA		COC
- Business - Human Resources			COA		
- Business - Leadership			COA		
- Business - Office Administration		AS	COA		
- Business - Sales and Marketing			COA		
Chemistry	AS-T	AS / AS-UCT			
Communication Studies	AA-T				
- Communication			COA		
Computer Science and Information Systems					
- Basic IT Operation Essentials			COA		
- Cisco Certified Network Associate (CCNA)			COA		
- Computer Networking and Security		AS	COA		

Programs of Study

	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Training	Noncredit Certificate of Completion
- Computer Programming and Game Design Fundamentals				COT	
- Computer Science	AS-T				
- Cybersecurity Skills			COA		
- IT Computer Retail Sales and Support			COA		
- Microsoft Operating System Skills			COA		
- Software Development			COA		
Dance		AA			
Dental Technology					
- Dental Assisting		AS	COA		
- Pre-Dental Hygiene		AS			
Early Childhood Education	AS-T	AS	COA		
- Associate Teacher			COA		
Economics	AA-T	AA			
Education					
- Elementary Teacher Education	AA-T				
Emergency Medical Services					
- Basic EMS and Fire Training			COA		
- Emergency Medical Technical 1: Basic Training			COA		COC
- Paramedic		AS	COA		
Engineering		AS	COA		
- Engineering Fundamentals			COA		
English	AA-T				
- English: Creative Writing		AA	COA		
- Great Books			COA		
English as a Second Language					
- English as a Second Language High-Beginning Level					COC
- English as a Second Language Intermediate Level					COC
- English as a Second Language Advanced Level					COC
Ethnic Studies		AA			
- Social Justice Studies: Ethnic Studies	AA-T				
Fashion					
- Fashion Design and Merchandising		AS	COA		
Fire Protection Technology		AS	COA		
- Basic Firefighter I Academy			COA		
- Company Officer		AS	COA		
- Field Training - Firefighter Trainee					COC
French					
- French Language		AA	COA		
Gender and Women's Studies		AA			
- Social Justice Studies: Gender and Women's Studies	AA-T				
General Education Certificates					
- California State University - Breadth			COA		
- Intersegmental GE Transfer Curriculum (IGETC)			COA		

Programs of Study

Programs of Study	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Training	Noncredit Certificate of Completion
General Studies Degrees					
- Arts and Humanities Emphasis		AA			
- Communication and Analytical Thinking Emphasis		AA			
- Intercultural Studies Emphasis		AA			
- Natural Science Emphasis		AS			
- Social Science Emphasis		AA			
Geology	AS-T				
Global Studies	AA-T				
Health					
- Health Service Professions			COA		
History	AA-T				
Horticulture		AS	COA		
- Landscape Irrigation			COA		
- Landscape Pest Management			COA		
- Tree Care Specialist			COA		
Hospitality					
- Baking and Pastry Arts			COA		COC
- Hospitality Entrepreneurship			COA		
- Sustainable Culinary Arts			COA		COC
- Sustainable Food and Beverage Management		AS	COA		
- Sustainable Hospitality Management		AS			
- Wine Professional Level I				COT	
- Wine Professional Level II			COA		COC
Human Services		AS	COA		
Humanities			COA		
Japanese					
- Japanese Language			COA		
Kinesiology	AA-T				
- Athletic Coaching			COA		
- Certified Personal Trainer			COA		
Linguistics		AA	COA		
Massage Therapy		AS	COA		
- Massage Practitioner				COT	
- Massage Therapist			COA		
Mathematics	AS-T				
Medical Assisting		AS	COA		
- Community Health Worker			COA		
- Medical Insurance and Coding Specialist		AS	COA		
- Medical Office Administration		AS	COA		
- Personal Wellness and Health Professions				COT	
Music	AA-T	AA	COA		
Nursing		AS			
- Pre-Nursing		AS			

Programs of Study

	Associate Degree for Transfer	Associate Degree	Certificate of Achievement	Certificate of Training	Noncredit Certificate of Completion
Nutrition					
- Dietary Manager			COA		
- Nutrition and Dietetics	AS-T				
- Nutrition and Food			COA		
Philosophy	AA-T				
Physical Education					
- Physical Education Aide		AS			
Physical Fitness					
- Fitness Instructor Training		AS	COA		
Physics	AS-T	AS-UCT			
Physiology					
- Pre-Occupational Therapy		AS			
- Pre-Physical Therapy		AS			
Political Science	AA-T	AA			
Psychology	AA-T				
Real Estate		AS	COA		
Sociology	AA-T				
Spanish	AA-T	AA	COA		
- Latinx Studies			COA		
- Spanish for Spanish Speakers			COA		
Theatre Arts	AA-T	AA	COA		

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:** Noncredit

Course Numbers

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:

- 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).
- 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.

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 Noncredit: 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.

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.

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.

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>Course Title</p> <p>Course ID</p> <p>Units of credit</p> <p>Grading - LG means Letter grade - P/NP means Pass/No Pass</p> <p>Total lecture, lab, or studio hours</p> <p>Course Description</p> <p>C-ID (Course Identification Number) A statewide supranumbering system identifying common comparable transfer courses.</p> <p>Prerequisite Mastery of subject at a certain level is necessary for success in this class.</p> <p>Advisories Certain preparation is advised before students enter the course.</p> <p>General Education Credit CSU, IGETC, and/or MPC General Education Requirements that this course meets.</p> <p>Corequisite Concurrent (simultaneous) enrollment in or prior successful completion of a companion course and/or lab is required.</p> <p>Transfer Course carries transfer credit to CSU and/or UC, but some restrictions may apply.</p> <p>Online Class Information</p>	<p>BIOL 21 Concepts in Biology I: Cells, Genetics, and Organisms <i>5 units • LG • Total hours: 68 hours lecture; 51 hours lab</i></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. Portions of instruction may be offered online; may also be offered fully online. [C-ID B OL 190]</p> <p><i>Prerequisites: CHEM 1A; MATH 263 or higher</i> <i>Advisory: Completion of or concurrent enrollment in ENGL 1A</i> <i>Credit transferable: CSU, UC</i> <i>GE Credit: CSU, Area B2, B3; IGETC, Area 5B, 5C; MPC, Area B</i></p> <p>ENGR 12L - Engineering Circuits Laboratory <i>1 unit • LG-P/NP • Total hours: 51 hours lab</i></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. Portions of instruction may be offered online; may also be offered fully online.</p> <p><i>Corequisite: ENGR 12</i> <i>Credit transferable: CSU, UC</i></p>
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Adapted Physical Education

COURSE DESCRIPTIONS

ADPE 6 - Adapted Functional Training

1 unit • LG-P/NP • Total hours: 51 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 (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

ADPE 8 - Introduction to Adapted Physical Education

.5 unit • LG-P/NP • Total hours: 25.5 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 (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

ADPE 9 - Adapted Personal Fitness

1.5 units • LG-P/NP • Total hours: 76.5 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

ADPE 10 - Adapted Weight Training

1 unit • LG-P/NP • Total hours: 51 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 (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

ADPE 13 - Physical Education: Adapted

1.5 units • LG-P/NP • Total hours: 85 hours lab

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

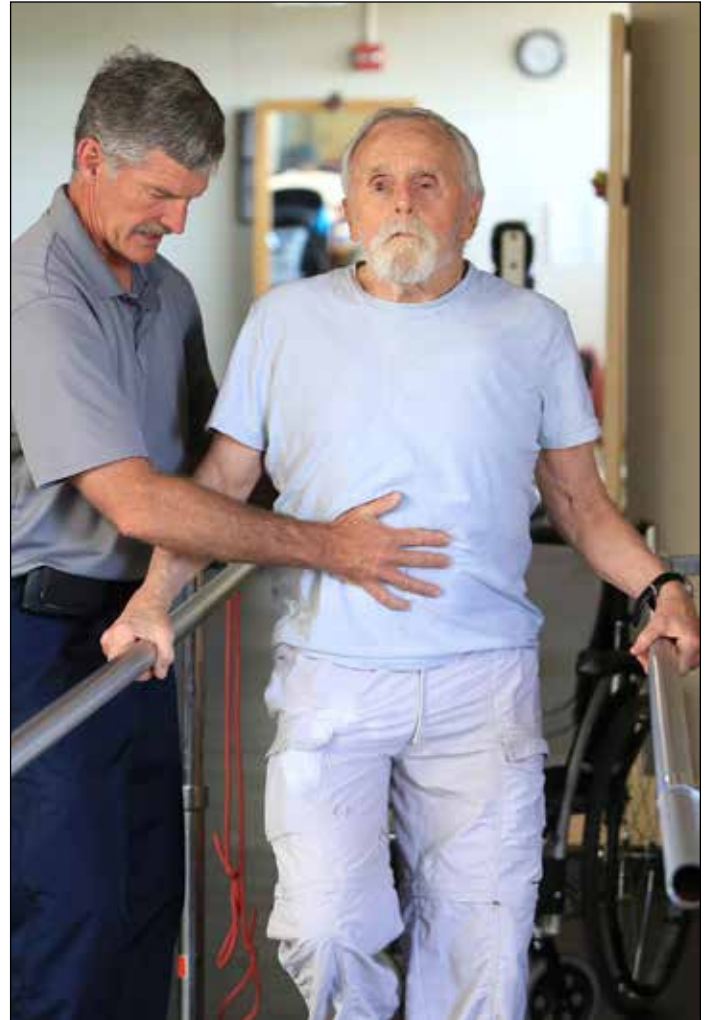
Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

ADPE 14 - Adapted Aerobics

1 unit • LG-P/NP • Total hours: 51 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 (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1



ADPE 15 - Heart Healthy Exercise

1.5 units • LG-P/NP • Total hours: 85 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 (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

ADPE 16 - Adapted Flexibility and Movement Techniques

1 unit • LG-P/NP • Total hours: 51 hours lab

Designed for students with disabilities, this course covers various stretching techniques and exercises and explores movement principles related to flexibility. May be repeated based on Title 5, Section 56029 specifications. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

Administration of Justice

PROGRAMS OF STUDY

- **Administration of Justice**
- Associate in Science for Transfer Degree
- **Administration of Justice – Law Enforcement**
- Associate in Science Degree
- Certificate of Achievement
- **Administration of Justice – Level I Policing**
- Certificate of Achievement
- **Administration of Justice – Level II Corrections**
- Certificate of Achievement



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) prepares students for transfer into the California State University system to pursue bachelor's degree programs in Administration of Justice, similar justice studies programs and a career in the field of the administration of justice and public safety. 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:

- Differentiate and evaluate the requirements and limitations of justice professionals, including critical thinking, and problem-solving skills in real time.
- Articulate the justice system's objectives, total crime data, role expectations of criminal justice professionals, and the various functions of each subsystem within the system.
- Describe the system's responsibilities to victims, the community, theory and factors in crime causation, the social implications of crime, and communication barriers between system professionals and multicultural communities.
- Identify and apply definitions and concepts related to constitutional law, legal codes and case law at the federal and state levels.
- Analyze legal concepts, make reasonable decisions about case procedure. Demonstrate knowledge of the rules of evidence, legal definitions, and concepts of evidentiary law.
- Apply basic investigative proficiencies to produce field notes, compile and analyze data, write accurate reports, and prepare formal reports suitable for court presentations.

Associate in Science for Transfer Degree Major Requirements	Units
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REQUIRED CORE:	6
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ADMJ 2	Introduction to Administration of Justice (3)	
ADMJ 4	Concepts of Criminal Law (3)	

LIST A: Select two courses from the following:	6
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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)

LIST B: Select two courses from the following:	6-7
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Any List A course not already selected	
ADMJ 53	Police Field Operations (3)
ADMJ 55	Writing for Criminal Justice (3)
MATH 16	Elementary Statistics (4) or PSYC/SOCI 19 - Introduction to Statistics for the Social Sciences (4)
PSYC 1	General Psychology (3)
SOCI 1	Introduction to Sociology (3)

TOTAL MAJOR UNITS	18-19
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Associate Degree Requirements (as described above)	18-19
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Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS	60
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Administration of Justice - Law Enforcement

- Certificate of Achievement

- Associate in Science Degree

The Associate in Science in Administration of Justice - Law Enforcement degree prepares students for a career in the field of the administration of justice and public safety. Students are prepared to enter the workforce as officers and deputies in the field of law enforcement, corrections, and public safety. Students learn basic policing, patrolling, search and seizure laws, report writing skills, and inmate management policy, which will prepare them for the common duties and challenges of federal and state public safety officers.

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

- Differentiate and evaluate the requirements and limitations of justice professionals, including critical thinking, problem-solving skills in real time.
- Articulate the justice system's objectives, the crime picture, role expectations of criminal justice professionals, and the various functions of each subsystem within the system.
- Describe the system's responsibilities to victims, the community, theory and factors in crime causation, the social implications of crime, and communication barriers between system professionals and multicultural communities.
- Identify and apply definitions and concepts related to constitutional law, legal codes and case law at the federal and state levels.
- Analyze legal concepts and make rational decisions about case processing.
- Apply basic investigative proficiency to produce field notes, compile and analyze data, write accurate reports, and prepare formal reports suitable for court presentations.
- Demonstrate knowledge of the rules of evidence, including legal definitions and concepts of evidentiary law, and apply basic investigative proficiencies.

Certificate of Achievement Requirements	Units
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Option 1: General	21
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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)	

Select 2-3 units from the following: **2-3**

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)	

OPTION 1 TOTAL CERTIFICATE UNITS **23-24**

Option 2: Extended Basic Academy **25.5**

LETP 145A	POST Basic Academy III (4.5)	
LETP 145B	POST Basic Academy Modular II (8)	
LETP 145C	POST Basic Academy I (13)	

OPTION 2 TOTAL CERTIFICATE UNITS **25.5**

Option 3: Intensive Basic Academy **24**

LETP 144A	POST Intensive Basic Academy I (12)	
LETP 144B	POST Intensive Basic Academy II (12)	

OPTION 3 TOTAL CERTIFICATE UNITS **24**

Associate in Science Degree Major Requirements **Units**

Certificate Requirements (determined by option) **23-25.5**

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS **60**

Administration of Justice - Level I Policing
- Certificate of Achievement

The Administration of Justice: Level I Policing Certificate of Achievement program prepares students to enter public safety academies as sponsored or self-sponsored officers and deputies in the field of law enforcement and public safety. Students will learn introductory policing, patrolling, search and seizure laws and report writing skills to prepare them for common duties and challenges of law enforcement officers.

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

- Analyze legal concepts, make reasonable decisions about case procedure.
- Demonstrate knowledge of the rules of evidence, legal definitions, and concepts of evidentiary law.
- Apply basic investigative proficiencies to produce field notes, compile and analyze data, write accurate reports, and prepare formal reports suitable for court presentations.
- Identify central issues and strategies in the modern philosophies of patrol activities.

Certificate of Achievement Requirements **Units**

ADMJ 53	Police Field Operations	3
ADMJ 55	Writing for Criminal Justice	3

Select one course from the following: **3**

ADMJ 6	Legal Aspects of Evidence (3)	
ADMJ 66	Criminal Investigation (3)	
ADMJ 68	Introduction to Forensics (3)	

TOTAL CERTIFICATE UNITS **9**

Administration of Justice - Level II Corrections
- Certificate of Achievement

The Administration of Justice: Level II Corrections Certificate of Achievement program prepares students to enter the workforce as corrections officers in the field of institutional and community based corrections of adult and juvenile offenders. 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 and in community service.

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.
- Identify common disruptive incidents and write a basic incident report.
- Understand and analyze the primary functions, procedures and financial value of community corrections, to wit: probation and parole.

Certificate of Achievement Requirements **Units**

ADMJ 55	Writing for Criminal Justice	3
ADMJ 57	Introduction to Corrections	3

Select one course from the following: **3**

ADMJ 3	Community and the Justice System (3)	
ADMJ 6	Legal Aspects of Evidence (3)	
ADMJ 51	Criminal Court Process (3)	
ADMJ 70	Juvenile Procedures (3)	

TOTAL CERTIFICATE UNITS **9**

COURSE DESCRIPTIONS

ADMJ 2 - Introduction to Administration of Justice

3 units • LG • Total hours: 51 hours lecture

This course introduces students to the criminal justice system in the United States in the context of the relationship between theory and application. Focus is placed on examining crime measurement, theoretical explanations of criminal behavior, responses to crime, components of the system, how the systems work together and compete with each other, and emerging evidence-based practices in reducing recidivism. It also examines the evolution of the principles and techniques utilized by the justice systems and the evolving forces that have shaped those principles and approaches. Although justice structure and process is examined in a cross-cultural context, emphasis is placed on the U.S. and the California justice systems, specifically the structure and function of U.S. police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies. Portions of instruction may be offered online; may also be offered fully online. [C-ID AJ 110]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, E2

Program Requirements, Courses and Learning Outcomes

ADMJ 3 - Community and the Justice System

3 units • LG-P/NP • Total hours: 51 hours lecture

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis 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. Social, cultural and financial disparities may also be examined. Portions of instruction may be offered online; may also be offered fully online. [C-ID AJ 160]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ADMJ 4 - Concepts of Criminal Law

3 units • LG-P/NP • Total hours: 51 hours lecture

This course offers an analysis of 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 utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice courses will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes. Portions of instruction may be offered online; may also be offered fully online. [C-ID AJ 120]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: ADMJ 4, ADMJ 6, ADMJ 57, ADMJ 68, ADMJ 70 combined: maximum credit, 1 course)

ADMJ 6 - Legal Aspects of Evidence

3 units • LG-P/NP • Total hours: 51 hours lecture

This course examines categories of evidence and the legal rules governing its admission and exclusion in the criminal due process of pretrial and trial procedure. Portions of instruction may be offered online; may also be offered fully online. [C-ID AJ 124]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: ADMJ 4, ADMJ 6, ADMJ 57, ADMJ 68, ADMJ 70 combined: maximum credit, 1 course)

ADMJ 51 - Criminal Court Process

3 units • LG-P/NP • Total hours: 51 hours lecture

This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal. Statutory law, case law, and constitutional law are analyzed and applied. Portions of instruction may be offered online; may also be offered fully online. [C-ID AJ 122]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ADMJ 53 - Police Field Operations

3 units • LG • Total hours: 51 hours lecture

This course covers the history and development of patrol philosophy. It includes planning for field activities, including functions of patrol, traffic, and other preliminary investigative duties of the field officer; techniques for planning patrol activities; handling complaints and requests for services; fundamentals of field interviews; application of searches and seizures; the handling of traffic-related problems; civil and domestic disturbances; other community crime incidents; the use of media technology during public interactions; victim/witness interviewing; and counseling techniques. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ADMJ 55 - Writing for Criminal Justice

3 units • LG • Total hours: 51 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; and presentation of testimony in court. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ADMJ 57 - Introduction to Corrections

3 units • LG-P/NP • Total hours: 51 hours lecture

This course examines the history of criminal punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System and society. Also examined are the types of correctional institutions, the clients served by institutional and community corrections, and an analysis of contemporary correctional issues. Portions of instruction may be offered online; may also be offered fully online. [C-ID AJ 200]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: ADMJ 4, ADMJ 6, ADMJ 57, ADMJ 68, ADMJ 70 combined: maximum credit, 1 course) • GE Credit: MPC, Area E2

ADMJ 66 - Criminal Investigation

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID AJ 140]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ADMJ 68 - Introduction to Forensics

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID AJ 150]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: ADMJ 4, ADMJ 6, ADMJ 57, ADMJ 68, ADMJ 70 combined: maximum credit, 1 course) • GE Credit: MPC, Area E2

ADMJ 70 - Juvenile Procedures

3 units • LG-P/NP • Total hours: 51 hours lecture

This course is an examination of the origin, development, and organization of the Juvenile Justice System as it 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID AJ 220]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: ADMJ 4, ADMJ 6, ADMJ 57, ADMJ 68, ADMJ 70 combined: maximum credit, 1 course)

American Sign Language

PROGRAMS OF STUDY

- **American Sign Language**
 - Associate in Arts Degree
 - Certificate of Achievement

American Sign Language - Certificate of Achievement

The Certificate of Achievement in American Sign Language (ASL) promotes fluency in ASL and an understanding of ASL culture. This is an eighteen unit program of study of a second language and its culture that prepares students to interact appropriately with Deaf persons in a variety of settings, including education, retail, medicine, entertainment, and community services. The program assists students who are seeking careers in a wide variety of fields that value multilingualism and multiculturalism, and/or cater specifically to Deaf consumers. The Certificate of Achievement establishes ASL linguistic and cultural fluency as a foundation for further studies in ASL, linguistics, ASL interpreting, or Deaf Studies.

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

- Communicate in American Sign Language 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 Achievement Requirements		Units
SIGN 1A	Elementary American Sign Language I	5
SIGN 1B	Elementary American Sign Language II	5
SIGN 2A	Intermediate American Sign Language	5
SIGN 10	Structure and Culture of American Sign Language	3
	OR SIGN 20 - Introduction to Deaf Culture (3)	
TOTAL CERTIFICATE UNITS		18



American Sign Language - Associate in Arts Degree

The Associate in Arts in American Sign Language (ASL) program is designed for students who wish to acquire verbal and written language proficiency, develop an awareness of Deaf culture, and pursue a career or further degrees in ASL, Deaf Studies, interpreting, linguistics, education, audiology, and other related fields. ASL is taught using the communicative approach, emphasizing conversational practice, work with authentic texts, linguistic competence, and cultural awareness.

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

- Engage in conversation and interactions with users of ASL employing the necessary rules of pronunciation, grammar, and syntax.
- Understand and interpret ASL and respond to it at all levels of proficiency.
- Understand and interpret texts (video) in ASL at various levels of proficiency.
- Convey information, concepts, and ideas in text (video) of the target language to an audience on a variety of topics.
- Exhibit a comprehensive understanding of Deaf culture and its social and cultural influences.

Associate in Arts Degree Major Requirements		Units
LING 10	Foundations of Language	3
SIGN 1A	Elementary American Sign Language I	5
SIGN 1B	Elementary American Sign Language II	5
SIGN 2A	Intermediate American Sign Language	5
SIGN 2B	Advanced American Sign Language II (5)	5-6
	OR SIGN 10 - Structure and Culture of American Sign Language (3) and SIGN 20 - Introduction to Deaf Culture (3)	
TOTAL MAJOR UNITS		23-24

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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COURSE DESCRIPTIONS

SIGN 1A - Elementary American Sign Language I
5 units • LG-P/INP • Total hours: 85 hours lecture

This course offers a systematic introduction to understanding, signing, reading and writing American Sign Language (ASL) and to knowledge about Deaf American culture. Emphasis is placed on communication skills, first in the classroom, then extending to wider cultural contexts. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C

Program Requirements, Courses and Learning Outcomes

SIGN 1AL - Elementary American Sign Language I Lab

.5-1 unit • P/NP • Total hours: 51 hours lab per unit

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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite or corequisite: SIGN 1A • *Credit transferable:* CSU • *GE Credit:* MPC, Area C

SIGN 1B - Elementary American Sign Language II

5 units • LG-P/NP • Total hours: 85 hours lecture

This course is a continuation of SIGN 1A. Emphasis is placed on extending communication skills to wider cultural contexts. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: SIGN 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 6A; MPC, Area C

SIGN 1BL - Elementary American Sign Language II Lab

.5-1 unit • P/NP • Total hours: 51 hours lab per unit

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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: SIGN 1AL • *Credit transferable:* CSU, UC

SIGN 1CL - Intermediate American Sign Language I Lab

.5-1 unit • P/NP • Total hours: 51 hours lab per unit

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 available for students who have taken SIGN 1A, SIGN 1B, or SIGN 2A and want to continue to improve their skills. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite or corequisite: SIGN 1A • *Credit transferable:* CSU

SIGN 1DL - Intermediate American Sign Language II Lab

.5-1 unit • P/NP • Total hours: 51 hours lab per unit

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 available for students who have taken SIGN 1A, SIGN 1B, or SIGN 2A and want to continue to improve their skills. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite or corequisite: SIGN 1A • *Credit transferable:* CSU

SIGN 2A - Intermediate American Sign Language

5 units • LG-P/NP • Total hours: 85 hours lecture

Teaches culture and language of Deaf Americans. Students interact with contextualized authentic language. Content is expanded in order to express personal meaning and go beyond casual conversation to express opinions, make values, and comment on culturally-relevant appropriate customs and events. Course is taught in ASL. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: SIGN 1B • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

SIGN 2B - Advanced American Sign Language II

5 units • LG-P/NP • Total hours: 85 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.

Prerequisite: SIGN 2A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 6A; MPC, Area C

SIGN 10 - Structure and Culture of American Sign Language

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* MPC, Area C, D

SIGN 20 - Introduction to Deaf Culture

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C

SIGN 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

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.

Credit transferable: CSU

Anatomy

COURSE DESCRIPTIONS

ANAT 1 - Human Anatomy

2 units • LG-P/INP • Total hours: 34 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 with ANAT 2]

Advisories: High school chemistry and biology and/or ANAT 5; completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: Any or all ANAT 1, ANAT 2, ANAT 5, PHSO 1, PHSO 2 combined: maximum credit, 9 units) • GE Credit: CSU, Area B2; MPC, Area B (with ANAT 2)

ANAT 2 - Human Anatomy Lab

2 units • LG • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID BIOL 110B with ANAT 1]

Prerequisite or corequisite: ANAT 1 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: Any or all ANAT 1, ANAT 2, ANAT 5, PHSO 1, PHSO 2 combined: maximum credit, 9 units) • GE Credit: CSU, Area B3; MPC, Area B (with ANAT 1)

ANAT 5 - Human Biology

4 units • LG-P/INP • Total hours: 51 hours lecture; 51 hours lab

This course explores the anatomy and physiology of human biology. It includes an overview of basic chemistry, biochemistry, cell biology, genetics, biotechnology, and pathology. Laboratory activities include study of human parts and models, measurements of physiological phenomena, and accompanying basic science demonstrations. The course is appropriate for majors in medical assisting, psychology, social service, art, and other paramedical and health occupations. It meets the Associate of 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: Any or all ANAT 1, ANAT 2, ANAT 5, PHSO 1, PHSO 2 combined: maximum credit, 9 units) • GE Credit: CSU, Area B2, B3; IGETC, Area 5B, 5C; MPC, Area B



ANAT 70 - Anatomical Preparations

1 unit • P/INP • Total hours: 51 hours lab by arrangement

This course provides students with the opportunity to explore advanced dissection techniques, with a focus on human cadavers. Students are encouraged to prepare a range of anatomical specimens including isolated skeletal muscles, joint dissections, organ system isolations and/or detailed nervous system dissections. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ANAT 1; ANAT 2 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ANAT 90 - Independent Study

.5-4 units • LG-P/INP • Total hours: 51 hours lab per unit by arrangement

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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

Anthropology

PROGRAM OF STUDY

- **Anthropology**
- Associate in Arts for Transfer Degree



Anthropology - Associate in Arts for Transfer

The Associate in Arts in Anthropology for Transfer degree (AA-T in Anthropology) program addresses issues in the areas of human nature social traditions and institutions, and our human heritage. 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 Major Requirements Units

REQUIRED CORE: 9

ANTH 2	Introduction to Biological Anthropology (3)
ANTH 4	Introduction to Cultural Anthropology (3)
ANTH 6	Introduction to Archaeology and Prehistory (3)

LIST A: Select a minimum of three units from the following: 3-5

ANTH 2L	Biological Anthropology Laboratory (1)
GEOG 5	World Regional Geography (3)
MATH 16	Elementary Statistics (4)
	or PSYC/SOCI 19 - Introduction to Statistics for the Social Sciences (4)

LIST B: Select 1 to 2 courses (total minimum of three units) from the following: 3-5

Any List A course not already selected	
ANAT 1	Human Anatomy (2)
	and ANAT 2 - Human Anatomy Lab (2)
GEO 2	Physical Geology (3)
	and GEO 2L - Physical Geology Laboratory (1)
PSYC 10	Introduction to Research Methods in Psychology (3)

LIST C: Select three units from the following: 3-4

Any List A or B course not already selected	
ANTH 8	Primate Behavioral Ecology (3)
ANTH/ETNC 20	Native Peoples of North America (3)
ANTH/ETNC/GWOS 30	Gender in Global Perspective (3)
SOCI 1	Introduction to Sociology (3)

TOTAL MAJOR UNITS 18-23

Associate Degree Requirements (as described above) 18-23

Complete CSU General Education or IGETC Pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS 60

COURSE DESCRIPTIONS

ANTH 2 - Introduction to Biological Anthropology

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ANTH 110]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE 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 • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ANTH 115L]

Prerequisite or corequisite: ANTH 2 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area B3; IGETC, Area 5C; MPC, Area B (with ANTH 2)

ANTH 4 - Introduction to Cultural Anthropology

3 units • LG-P/NP • Total hours: 51 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 issues: how people around the world make their living (subsistence 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ANTH 120]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F

**ANTH 6 - Introduction to Archaeology and Prehistory**

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ANTH 150]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

ANTH 8 - Primate Behavioral Ecology

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

ANTH 20 - Native Peoples of North America

3 units - LG-P/NP - Total hours: 51 hours lecture

This course is an anthropological survey of the cultures of indigenous peoples of North America emphasizing native adaptation, social organizations, and world views. It is also an ethno-historical analysis of the cultural experiences of native peoples focusing on the effects of contact and cultural exchange for both the native and non-native cultures. Also offered as ETNC 20; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D, F; IGETC, Area 4; MPC, Area D, F

ANTH 30 - Gender in Global Perspective

3 units • LG-P/NP • Total hours: 51 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 ETNC 30 and GWOS 30; credit may be earned only once. May also be offered online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F

Art

PROGRAMS OF STUDY

- **Art History**
 - Associate in Arts for Transfer Degree
 - Associate in Arts Degree
 - Certificate of Achievement
- **Art Photography**
 - Associate in Arts Degree
 - Certificate of Achievement
- **Ceramics**
 - Certificate of Achievement
- **Ceramics and Glass**
 - Associate in Arts Degree
 - Certificate of Achievement
- **Drawing**
 - Associate in Arts Degree
 - Certificate of Achievement
- **Glass**
 - Certificate of Achievement
- **Graphic Arts**
 - Associate in Science Degree
 - Certificate of Achievement
- **Jewelry and Metal Arts**
 - Associate in Arts Degree
 - Certificate of Achievement
- **Painting**
 - Associate in Arts Degree
 - Certificate of Achievement
- **Printmaking**
 - Associate in Arts Degree
 - Certificate of Achievement
- **Sculpture**
 - Associate in Arts Degree
 - Certificate of Achievement
- **Studio Arts**
 - Associate in Arts for Transfer Degree
- **Technology, Art and**
 - Certificate of Achievement



Art History

Art History

- Certificate of Achievement
- Associate in Arts Degree

The Art History program is a comprehensive program that 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 Requirements	Units
REQUIRED CORE:	6
ARTH 3 Western Art I (3)	
ARTH 4 Western Art II (3)	
Select nine units from the following:	9
ARTH 1 Art Appreciation (3)	
ARTH 8 Survey of Asian Art (3)	
ARTH 12 Greek and Roman Art and Architecture (3)	
ARTH 14 Renaissance Art and Architecture (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 Major Requirements	Units
Certificate Requirements (as described above)	21
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
TOTAL DEGREE UNITS	60

Art History - Associate in Arts for Transfer Degree

The Associate in 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. Successful completion of the Associate in Arts in Art History for Transfer degree program provides the student a seamless transfer and guaranteed 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 Major Requirements		Units
REQUIRED CORE:		9
ARTH 3	Western Art I (3)	
ARTH 4	Western Art II (3)	
ARTS 10A	Drawing and Composition I (3)	
LIST A: Select one course from the following:		3
ARTH 8	Survey of Asian Art (3)	
HUMA 4	Images of Women in the Arts (3)	
LIST B: Select one course from the following:		3
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)	
LIST C: Select one course from the following:		3
Any List A or List B course not already selected		
ARTH 12	Greek and Roman Art and Architecture (3)	
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
<i>Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).</i>		
TOTAL DEGREE UNITS		60



Art Photography

Art Photography - Certificate of Achievement

The Photography program prepares students for the field 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:

- Control and manipulate light, depth of field, and motion.
- Create prints from film or digital sources 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 Requirements		Units
REQUIRED CORE:		12
ARTP 11A	Photography I: Black and White (3)	
ARTP 11B	Photography II (3)	
	or ARTP 55 - Alternative Processes (3)	
ARTP 12A	Digital Photography I (3)	
ARTP 15	Portraiture Photography (3)	
Select six units from the following not selected from the above required core:		6
ARTP 11B	Photography II (3)	
ARTP 11C	Photography III (3)	
ARTP 12B	Digital Photography II (3)	
ARTP 14	History of Photography (3)	
ARTP 55	Alternative Processes (3)	
TOTAL CERTIFICATE UNITS		18

Program Requirements, Courses and Learning Outcomes

Art Photography - Associate in Arts Degree

The Photography program prepares students for the field 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, 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.

Associate in Arts Degree Major Requirements	Units
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REQUIRED CORE:	12
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- | | |
|-----------|------------------------------------|
| ARTP 11A | Photography I: Black and White (3) |
| *ARTP 12A | Digital Photography I (3) |
| *ARTP 15 | Portraiture Photography (3) |
| *ARTP 55 | Alternative Processes (3) |

Select six units from the following not selected from the above required core:	6
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- | | |
|-----------|---------------------------------|
| ARTP 10 | Introduction to Photography (3) |
| *ARTP 11B | Photography II (3) |
| *ARTP 11C | Photography III (3) |
| *ARTP 12B | Digital Photography II (3) |
| ARTP 14 | History of Photography (3) |
| *ARTP 55 | Alternative Processes (3) |

TOTAL MAJOR UNITS	18
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Associate in Arts Degree Degree Major Requirements	Units
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Associate Degree Requirements (as described above)	18
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*Does not transfer to UC.

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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Ceramics

Ceramics - Certificate of Achievement

The Certificate of Achievement in Ceramics directs students to a course sequence that leads to the knowledge, practical skills, and training required for employment, entry into individual professional studio practice, and becoming a successful artist in the community.

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

- Demonstrate basic handbuilding skills.
- Demonstrate basic wheel-throwing skills.
- Demonstrate basic ceramic sculpture skills.
- Apply appropriate surface techniques.

Certificate of Achievement Requirements	Units
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REQUIRED CORE:	10.5-12
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- | | |
|---------|---|
| ARCE 1 | Introduction to Ceramics (3)
or ARCE 1A - Ceramic Handbuilding I (3) |
| ARCE 2A | Ceramic Wheel Throwing I (3) |
| ARCE 3A | Introduction to Ceramic Sculpture (3) |
| ARCE 7 | Ceramic Surface Design and Technique (1.5-3) |

Select twelve units from the following not selected from the above required core:	12
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- | | |
|---------|---|
| ARCE 1 | Introduction to Ceramics (3) |
| 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 2B | Ceramic Wheel Throwing II (3) |
| ARCE 2C | Ceramic Wheel Throwing III (3) |
| ARCE 2D | Ceramic Wheel Throwing IV (3) |
| ARCE 3B | Ceramic Sculpture II (3) |
| ARCE 3C | Ceramic Sculpture III (3) |
| ARCE 3D | Ceramic Sculpture IV (3) |
| ARCE 5 | Introduction to Glaze Experimentation (1.5-3) |
| ARCE 6 | Glaze Calculation (1.5-3) |
| ARCE 8 | Alternative Throwing Techniques (1.5-3) |
| ARCE 9 | Alternative Firing Techniques (1.5-3) |

TOTAL CERTIFICATE UNITS	22.5-24
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Ceramics and Glass

- Certificate of Achievement
- Associate in Arts Degree

The Ceramics and Glass program gives students an intensive course sequence that leads to the knowledge, practical skills, and training required for employment, entry into individual professional studio practice, and becoming a successful artist in the community.

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

- Demonstrate basic hand-building and/or wheel-throwing skills.
- Demonstrate basic ceramic sculpture skills.
- Demonstrate basic kiln-formed glass skills.
- Apply appropriate surface techniques.
- Demonstrate skills in combining clay and glass.

Certificate of Achievement Requirements	Units
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REQUIRED CORE:	13.5-15
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- | | |
|---|--|
| ARCE 1 Introduction to Ceramics (3)
or ARCE 1A - Ceramic Handbuilding I (3)
or ARCE 2A - Ceramic Wheel Throwing I (3) | |
| ARCE 3A Introduction to Ceramic Sculpture (3) | |
| ARCE 4A Kiln-Formed Glass I (3) | |
| ARCE 7 Ceramic Surface Design and Technique (1.5-3) | |
| ARCE 11 Clay and Glass (3) | |

Select nine units from the following:	9
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- | | |
|--|--|
| ARCE 1B Ceramic Handbuilding II (3) | |
| ARCE 1C Ceramic Handbuilding III (3) | |
| ARCE 1D Ceramic Handbuilding IV (3) | |
| ARCE 2B Ceramic Wheel Throwing II (3) | |
| ARCE 2C Ceramic Wheel Throwing III (3) | |
| ARCE 2D Ceramic Wheel Throwing IV (3) | |
| ARCE 3B Ceramic Sculpture II (3) | |
| ARCE 3C Ceramic Sculpture III (3) | |
| ARCE 3D Ceramic Sculpture IV (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 6 Glaze Calculation (1.5-3) | |
| ARCE 8 Alternative Throwing Techniques (1.5-3) | |
| ARCE 9 Alternative Firing Techniques (1.5-3) | |

TOTAL CERTIFICATE UNITS	22.5-24
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Associate in Arts Degree Major Requirements	Units
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Certificate Requirements (as described above)	22.5-24
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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Glass - Certificate of Achievement

The Certificate of Achievement in Glass directs students to a course sequence that leads to the knowledge, practical skills, and training required for employment, entry into individual professional studio practice, and becoming a successful artist in the community.

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

- Demonstrate advanced kiln-formed glass skills.

Certificate of Achievement Requirements	Units
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- | | |
|-------------------------------|---|
| 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 |

TOTAL CERTIFICATE UNITS	12
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Program Requirements, Courses and Learning Outcomes

Drawing

Drawing

- Certificate of Achievement
- Associate in Arts Degree

The Drawing program prepares students for a career in studio arts and/or provides continuing education and personal enrichment opportunities. The program is committed to training in a variety of drawing techniques and expressive means.

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

- Create drawings that demonstrate the effective use of studio tools and the language of visual art.
- Create, analyze, and evaluate drawings executed with a variety of techniques.

Certificate of Achievement Requirements	Units
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REQUIRED CORE:	12
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ARTB 2	Visual Fundamentals: Two-Dimensional Design (3)
ARTS 10A	Drawing and Composition I (3)
ARTS 10B	Intermediate Drawing (3)
ARTS 12A	Figure Drawing I (3)

Select twelve units from the following:	12
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ARTS 11A	Sketch I (1.5)
ARTS 11B	Sketch II (1.5)
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 46	Painting and Drawing Portfolio (1)
ARTH 3	Western Art I (3)

TOTAL CERTIFICATE UNITS	24
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Associate in Arts Degree Major Requirements	Units
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Certificate Requirements (as described above)	24
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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Graphic Arts

Graphic Arts

- Certificate of Achievement
- Associate in Science Degree

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

Learning Outcomes: Upon successful completion of the 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 Requirements	Units
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REQUIRED CORE:	33
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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 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)

TOTAL CERTIFICATE UNITS	33
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Associate in Science Degree Major Requirements	Units
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Certificate Requirements (as described above)	33
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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Jewelry and Metal Arts

Jewelry and Metal Arts

- *Certificate of Achievement*
- *Associate in Arts Degree*

Through this comprehensive program of study for metal arts and jewelry making, students learn a wide range of historical and contemporary techniques. They hone their technical skills through practice, resulting in a well-rounded body of work that demonstrates proficiency at a level required for commercial pursuits.

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

- Create a range of fabrication and casting techniques for jewelry.
- Identify and research historical and cultural objects as inspiration for designs.
- Make individualized works of personal expression.
- Demonstrate critical thinking and problem solving skills to continue to develop and build upon their foundation.
- Present a cohesive body of work for public venues.

Certificate of Achievement Requirements	Units
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REQUIRED CORE:	9
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ARTD 40 Introduction to Jewelry and Metalsmithing (3)
or ARTD 40A - Jewelry and Metal Arts I (3)

ARTD 41A Small Metal Casting: Jewelry I (3)

ARTD 42A Jewelry: Metalsmithing I (3)

Select 15 units from either the Jewelry or Metal Arts list of courses	15
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Jewelry Emphasis

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 41B Small Metal Casting: Jewelry II (3)

ARTD 41C Small Metal Casting: Jewelry III (3)

ARTD 41D Small Metal Casting: Jewelry IV (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 53 Jewelry Mechanisms (3)

ARTD 55 Jewelry: Chain and Ring Making (3)

ARTD 57 Jewelry: Soldering (3)

Metal Arts Emphasis

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 41B Small Metal Casting: Jewelry II (3)



ARTD 41C Small Metal Casting: Jewelry III (3)

ARTD 41D Small Metal Casting: Jewelry IV (3)

ARTD 42B Jewelry: Metalsmithing II (3)

ARTD 42C Jewelry: Metalsmithing III (3)

ARTD 44A Metal Arts: Enameling I (3)

ARTD 44B Metal Arts: Enameling II (3)

ARTD 45 Jewelry: Granulation and Fusing (3)

ARTD 48 The Art of Tinsmithing (3)

ARTD 57 Jewelry: Soldering (3)

TOTAL CERTIFICATE UNITS	24
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Associate in Arts Degree Major Requirements	Units
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Certificate Requirements (as described above)	24
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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Program Requirements, Courses and Learning Outcomes

Painting

Painting

- Certificate of Achievement
- Associate in Arts Degree

The Painting program prepares students for a career in studio arts and/or provides continuing education and personal enrichment opportunities. The program is committed to training in a variety of painting techniques and expressive means.

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

- Create paintings that demonstrate the effective use of studio tools and the language of visual art.
- Create, analyze, and evaluate paintings executed with a variety of techniques.

Certificate of Achievement Requirements	Units
REQUIRED CORE:	15
ARTB 2 Visual Fundamentals: Two-Dimensional Design (3)	
ARTB 4 Color Fundamentals (3)	
ARTS 10A Drawing and Composition I (3)	
ARTS 40A Painting I (3)	
ARTS 40B Painting II (3)	
Select nine units from the following:	9
ARTS 9A Creative Digital Media I (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 40C Painting III (3)	
ARTS 40D Painting IV (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 51 Abstraction (.5 - 1.5)	
ARTS 54 Narrative Painting (.5)	
ARTH 4 Western Art II (3)	
ARTH 14 Renaissance Art and Architecture (3)	
TOTAL CERTIFICATE UNITS	24
Associate in Arts Degree Major Requirements	Units
Certificate Requirements (as described above)	24
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
TOTAL DEGREE UNITS	60

Printmaking

Printmaking

- Certificate of Achievement
- Associate in Arts Degree

The Printmaking program prepares students for a career in studio arts and/or provides continuing education and personal enrichment opportunities. The program is committed to training in a variety of drawing techniques and expressive means.

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

- Create prints that demonstrate the effective use of studio tools and the language of visual art.
- Create, analyze, and evaluate prints executed with a variety of techniques.

Certificate of Achievement Requirements	Units
REQUIRED CORE:	18
ARTB 2 Visual Fundamentals: Two-Dimensional Design (3)	
ARTB 4 Color Fundamentals (3)	
ARTS 10A Drawing and Composition I (3)	
ARTS 60 Introduction to Printmaking (3)	
ARTS 62A Relief Printmaking I (3)	
ARTS 63A Intaglio Printmaking I (3)	
Select six units from the following:	6
ARTH 8 Survey of Asian Art (3)	
ARTS 9A Creative Digital Media I (3)	
ARTS 61A Monotype I (1.5-3)	
ARTS 61B Monotype II (3)	
ARTS 61C Monotype III (3)	
ARTS 61D Monotype IV (3)	
ARTS 62B Relief Printmaking II (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 66A Book Arts I (3)	
ARTS 66B Book Arts II (3)	
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 Colle (.5-1.5)	
ARTS 85 Monoprints (.5-1.5)	
TOTAL CERTIFICATE UNITS	24
Associate in Arts Degree Major Requirements	Units
Certificate Requirements (as described above)	24
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
TOTAL DEGREE UNITS	60

Sculpture

Sculpture

- Certificate of Achievement
- Associate in Arts Degree

The Sculpture program focuses on both conceptual and technical elements within the arena of 3-Dimensional Arts. The Certificate of Achievement provides hands-on experience with traditional and non-traditional mediums. The core classes provide foundational principles of the fundamentals of sculptural art as well as technical training for emerging fabrication methods.

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

- Operate studio and workshop equipment and use sculptural materials in a safe and appropriate manner.
- Identify and evaluate sculptural techniques and styles.
- Assess aspects of sculptural form as they relate to individual and cultural expression.

Certificate of Achievement Requirements Units

REQUIRED CORE: 9

ARTB 3	Visual Fundamentals: Three-Dimensional Design (3)
ARTD 1A	Sculpture I (3)
ARTD 7A	3D Arts and Technology I (3)

Select nine units from the following: 9

ARTD 1B	Sculpture II (3)
ARTD 2A	Figure Sculpture I (3)
ARTD 3A	Mold Making I (3)
ARTD 4A	Wood Sculpture I (3)
ARTD 5A	Metal Sculpture I (3)
ARTD 6A	Stone Sculpture I (3)
ARTD 7B	3D Arts and Technology II (3)

Select six units from the following: 6

ARTD 1C	Sculpture III (3)
ARTD 1D	Sculpture IV (3)
ARTD 2B	Figure Sculpture II (3)
ARTD 2C	Figure Sculpture III (3)
ARTD 2D	Figure Sculpture IV (3)
ARTD 3B	Mold Making II (3)
ARTD 3C	Mold Making III (3)
ARTD 4B	Wood Sculpture II (3)
ARTD 4C	Wood Sculpture III (3)
ARTD 5B	Metal Sculpture II (3)
ARTD 5C	Metal Sculpture III (3)
ARTD 6B	Stone Sculpture II (3)
ARTD 6C	Stone Sculpture III (3)
ARCE 3A	Introduction to Ceramic Sculpture (3)

TOTAL CERTIFICATE UNITS 24

Associate in Arts Degree Major Requirements Units

Certificate Requirements (as described above) 24

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60

Studio Arts

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 Degree for Transfer Major Requirements Units

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)
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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 CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS 60



Technology, Art and

Art and Technology

- Certificate of Achievement

The Certificate of Achievement in Art and Technology offers students the opportunity to learn and practice art and design-based technology skills used in a variety of industries for purposes such as personal expression, concept development, industrial/product design, and small-scale production of artwork for personal expression and/or rapid prototyping.

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

- Solve visual problems by planning, researching and fabricating appropriate solutions.
- Convey and express quantitative and qualitative information by utilizing a combination of technology-based tools (software, scanners and printing devices) and traditional 2-D and 3-D art media.

Certificate of Achievement Requirements	Units
REQUIRED CORE:	23
ARTB 2 Visual Fundamentals: Two-Dimensional Design (3) or ARTB 3 - Visual Fundamentals: Three-Dimensional Design (3)	
ARTB 4 Color Fundamentals (3)	
ARTS 10A Drawing and Composition I (3)	
ARTG 10 Introduction to Computers for Graphic Arts (4)	
ARTG 11 Introduction to Photoshop (4)	
ARTD 7A 3D Arts and Technology I (3)	
ARTD 7B 3D Arts and Technology II (3)	
TOTAL CERTIFICATE UNITS	23

COURSE DESCRIPTIONS

Art - Basics

ARTB 2 - Visual Fundamentals: Two-Dimensional Design

3 units • LG-P/NP • Total hours: 102 hours studio

This course offers an 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. It includes development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments. Portions of instruction may be offered online; may also be offered fully online. [C-ID ARTS 100]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area C

ARTB 3 - Visual Fundamentals: Three-Dimensional Design

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ARTS 101]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area C

ARTB 4 - Color Fundamentals

3 units • LG-P/NP • Total hours: 102 hours studio

A study of the principles, theories, and applications of additive and subtractive color in two dimensions. Topics include major historical and contemporary color systems, production of projects in applied color, and the elements of design as they apply to color. Portions of instruction may be offered online; may also be offered fully online. [C-ID ARTS 270]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area C

ARTB 10 - Survey of the Arts

3 units • LG-P/NP • Total hours: 51 hours lecture

In this course, theatre, art, dance, and music are explored through discussion, historical review, and contemporary issues. The course is part of the Elementary Teacher Education pathway, and its purpose is to increase students' understanding and enjoyment of the arts. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

Art - Ceramic Technology

ARCE 1 - Introduction to Ceramics

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ARCE 1A - Ceramic Handbuilding I

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area C

ARCE 1B - Ceramic Handbuilding II

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARCE 1A, including handbuilding techniques, experimentation with clay bodies, glazing, and finishing processes. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 1A (or ARTC 1A or ART 70A) • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ARCE 1C - Ceramic Handbuilding III

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARCE 1B and 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 1B (or ARTC 1B or ART 70B) • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ARCE 1D - Ceramic Handbuilding IV

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARCE 1C and offers further experimentation in handbuilding techniques, with emphasis on personal expression. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 1C (or ARTC 1C) • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ARCE 2A - Ceramic Wheel Throwing I

3 units • LG-P/NP • Total hours: 102 hours studio

This class provides an introduction to designing clay forms on the potter's wheel. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARCE 1A (or ARTC 1A or ART 70A); completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area C

ARCE 2B - Ceramic Wheel Throwing II

3 units • LG-P/NP • Total hours: 102 hours studio

This class is a continuation of ARCE 2A, focusing on deepening basic throwing skills and introducing new techniques in both utilitarian and sculptural applications. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 2A (or ARTC 2A or ART 71A) • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ARCE 2C - Ceramic Wheel Throwing III

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARCE 2B and 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 2B (or ARTC 2B or ART 71B) • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ARCE 2D - Ceramic Wheel Throwing IV

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARCE 2C and covers further experimentation with wheel throwing techniques, with emphasis on personal expression. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 2C (or ARTC 2C) • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ARCE 3A - Introduction to Ceramic Sculpture

3 units • LG-P/NP • Total hours: 102 hours studio

This course is an introduction to various techniques for creating ceramic sculpture. Handbuilt or wheel-thrown forms can be utilized, with emphasis placed on contemporary practices and individual creative investigations in clay. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARCE 1 (or ARTC 1); or ARCE 1A (or ARTC 1A or ART 70A); or ARCE 2A (or ARTC 2A or ART 71A); completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area C

ARCE 3B - Ceramic Sculpture II

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARCE 3A, with further investigation of sculptural concepts in clay through studio application. After learning the basic sculptural construction techniques, students may explore the human and/or animal figure in clay. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 3A (or ARTC 3A or ART 74A) • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

Program Requirements, Courses and Learning Outcomes

ARCE 3C - Ceramic Sculpture III

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARCE 3B and 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 3B (or ARTC 3B or ART 74B) • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

ARCE 3D - Ceramic Sculpture IV

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARCE 3C and 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 3C (or ARTC 3C) • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

ARCE 4A - Kiln-Formed Glass I

3 units • LG-P/NP • Total hours: 102 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 three-dimensional forms. Emphasis is on experimentation and the creative potential of the medium. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

ARCE 4B - Kiln-Formed Glass II

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARCE 4A, furthering 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 mold making is a part of the curriculum, and the kiln is used for glass-working techniques as well as for firing ceramic molds. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 4A (or ARTC 4A or ART 81A) • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

ARCE 4C - Kiln-Formed Glass III

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARCE 4B and 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 4B (or ARTC 4B or ART 81B) • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

ARCE 4D - Kiln-Formed Glass IV

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARCE 4C, and 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 4C (or ARTC 4C) • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

ARCE 5 - Introduction to Glaze Experimentation

1.5-3 units • LG-P/NP • Total hours: 51 hours studio for each 1.5 units of credit

This course offers a basic introduction to various ways of glazing and finishing ceramic work. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARCE 1A (or ARTC 1A or ART 70A); and/or ARCE 2A (or ARTC 2A or ART 71A); completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

ARCE 6 - Glaze Calculation

1.5-3 units • LG-P/NP • Total hours: 51 hours studio per 1.5 units

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. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARCE 1 (or ARTC 1); or ARCE 1A (or ARTC 1A or ART 70A); 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 • Total hours: 51 hours studio for each 1.5 units

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. Portions of instruction may be offered online; may also be offered fully online.

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 • Total hours: 51 hours studio for each 1.5 units

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. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARCE 2A (or ARTC 2A or ART 71A) • *Credit transferable:* CSU • *GE Credit:* MPC, Area C

ARCE 9 - Alternative Firing Techniques

1.5-3 units • LG-P/NP • Total hours: 51 hours studio for each 1.5 units

This course explores non-traditional firing methods, which may include raku, pit, soda, low-fire salt, sagger firing, mid-range glazes, or glass. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARCE 1A (or ARTC 1A or ART 70A); and/or ARCE 2A (or ARTC 2A or ART 71A) • *Credit transferable:* CSU • *GE Credit:* MPC, Area C

ARCE 11 - Clay and Glass

3 units • LG-P/NP • Total hours: 102 hours studio

This course is an introduction to combining ceramics and glass. Students will design and execute mixed-media projects that demonstrate the creative potential for combining the two media. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARCE 1 (or ARTC 1); or ARCE 1A (or ARTC 1A or ART 70A); or ARCE 2A (or ARTC 2A or ART 71A); or ARCE 4A (or ARTC 4A or ART 81A or ART 81) • *Credit transferable:* CSU

Art - Dimensional

ARTD 1A - Sculpture I

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* MPC, Area C

ARTD 1B - Sculpture II

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTD 1A (or ART 63A) • *Credit transferable:* CSU, UC

ARTD 1C - Sculpture III

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTD 1B (or ART 63B) • *Credit transferable:* CSU, UC

ARTD 1D - Sculpture IV

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: ARTD 1C • *Credit transferable:* CSU, UC

ARTD 2A - Figure Sculpture I

3 units • LG-P/NP • Total hours: 102 hours studio

This course offers study of the human form in sculpture, working directly from live models. The primary material used is plasticene over armatures. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

ARTD 2B - Figure Sculpture II

3 units • LG-P/NP • Total hours: 102 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 • Total hours: 102 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.

Prerequisite: ARTD 2B • *Credit transferable:* CSU, UC

ARTD 2D - Figure Sculpture IV

3 units • LG-P/NP • Total hours: 102 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.

Prerequisite: ARTD 2C • *Credit transferable:* CSU, UC

ARTD 3A - Mold Making I

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARTB 3 (or ART 23), ARCE 3A (or ART 74A), ARTD 1A (or ART 63A), or ARTD 2A (or ART 64); completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

ARTD 3B - Mold Making II

3 units • LG-P/NP • Total hours: 102 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) • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

ARTD 3C - Mold Making III

3 units • LG-P/NP • Total hours: 102 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.

Prerequisite: ARTD 3B • *Credit transferable:* CSU, UC

Program Requirements, Courses and Learning Outcomes

ARTD 4A - Wood Sculpture I

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ARTD 4B - Wood Sculpture II

3 units • LG-P/NP • Total hours: 102 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 • Total hours: 102 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.

Prerequisite: ARTD 4B • Credit Transferable: CSU, UC

ARTD 5A - Metal Sculpture I

3 units • LG-P/NP • Total hours: 102 hours studio

This course is an introduction to basic metal sculpture, including experience with metal fabrication, welding, and metal casting. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ARTD 5B - Metal Sculpture II

3 units • LG-P/NP • Total hours: 102 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 • Total hours: 102 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.

Prerequisite: ARTD 5B • Credit transferable: CSU

ARTD 6A - Stone Sculpture I

3 units • LG-P/NP • Total hours: 102 hours studio

This course is an introduction to basic stone carving, including experience with steatite, alabaster and marble. Tools include rasps and stone chisels. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ARTD 6B - Stone Sculpture II

3 units • LG-P/NP • Total hours: 102 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 • Total hours: 102 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.

Prerequisite: ARTD 6B • Credit transferable: CSU, UC

ARTD 7A - 3D Arts and Technology I

3 units • LG-P/NP • Total hours: 102 hours studio

This course offers an introduction to technology used in 3-dimensional artwork and design. It includes such topics as laser cutting, 3D scanning, post scan options, and 3D printing input and output methods. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ARTD 7B - 3D Arts and Technology II

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARTD 7A, covering an increase in project sophistication. Emphases are on combination, multiple-piece constructions, increase in scale options, scale modeling techniques and alternate post-output build methods. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: ARTD 7A • Credit transferable: CSU, UC

ARTD 40 - Introduction to Jewelry and Metalsmithing

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • Materials fee: \$35

ARTD 40A - Jewelry and Metal Arts I

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARTB 2 (or ART 22); completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area C • Materials fee: \$35

ARTD 40B - Jewelry and Metal Arts II

3 units • LG-P/INP • Total hours: 102 hours studio

This course is a continuation of ARTD 40A, wherein participants develop a broader working knowledge of metal arts fabrication. Course emphases are 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTD 40A (or ART 84A) • *Advisories:* ARTB 3 (or ART 23); completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *Materials fee:* \$35

ARTD 40C - Jewelry and Metal Arts III

3 units • LG-P/INP • Total hours: 102 hours studio

This course continues to build on the established foundations of ARTD 40B. Class assignments incorporate more sophisticated concepts and techniques, design elements and problem-solving skills. Projects incorporate a full inventory of basic jewelry fabrication and challenging skills while emphasizing refinement and personal expression. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTD 40B (or ART 84B) • *Advisories:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *Materials fee:* \$35

ARTD 40D - Jewelry and Metal Arts IV

3 units • LG-P/INP • Total hours: 102 hours studio

This course offers development beyond ARTD 40C by building a portfolio of work for transfer, scholarships, exhibitions, and/or marketing. Focus on more independent and complex designs, refining skills and techniques such as marriage of metals, hollow forms, stone settings and or incorporate mixed media materials. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: ARTD 40C • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *Materials fee:* \$35

ARTD 41A - Small Metal Casting: Jewelry I

3 units • LG-P/INP • Total hours: 102 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 emphases are on personal design exploration, wax model construction, casting and finishing techniques, studio maintenance, and safe practices in the studio. Portions of the course may be offered online; also offered fully online.

Prerequisites: ARTD 40A (or ART 84A) • *Credit transferable:* CSU • *Materials fee:* \$35

ARTD 41B - Small Metal Casting: Jewelry II

3 units • LG-P/INP • Total hours: 102 hours studio

This course is a continuation of ARTD 41A, investigating 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, and one-sided molds. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTD 41A (or ART 82D) • *Credit transferable:* CSU • *Materials fee:* \$35

ARTD 41C - Small Metal Casting: Jewelry III

3 units • LG-P/INP • Total hours: 102 hours studio

This course is a continuation of ARTD 41B, focusing on designing and reproducing multiples and one-of-a-kind jewelry arts. Further refinement of dimensional cast designs, incorporating stones into wax models, metal alloying, bi-metal casting, and two-sided molds. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: ARTD 41B • *Credit transferable:* CSU • *Materials fee:* \$35

ARTD 41D - Small Metal Casting: Jewelry IV

3 units • LG-P/INP • Total hours: 102 hours studio

This class is a continuation of ARTD 41C, 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: ARTD 41C • *Credit transferable:* CSU • *Materials fee:* \$35

ARTD 42A - Jewelry: Metalsmithing I

3 units • LG-P/INP • Total hours: 102 hours studio

Using traditional metalsmithing practices, students create small objects such as jewelry, hollowware, vessels, and relief forms. Course examples include historic, contemporary, and cultural techniques such as chasing and repousse, sinking and raising, scoring and bending, embossing, and synclastic shaping. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTD 40A (or ART 84A) • *Credit transferable:* CSU • *Materials fee:* \$35

ARTD 42B - Jewelry: Metalsmithing II

3 units • LG-P/INP • Total hours: 102 hours studio

This course is a continuation of ARTD 42A, focusing on using complex metalsmithing techniques such as anti-clastic raising, shell and hydraulic die forming, sinking and raising with stakes, hammers, sandbags, and tree stumps. Presentations and demonstrations are inspired by cultural and contemporary examples informing hands-on skills, techniques and finished artworks. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTD 42A (or ART 89C) • *Credit transferable:* CSU • *Materials fee:* \$35

ARTD 42C - Jewelry: Metalsmithing III

3 units • LG-P/INP • Total hours: 102 hours studio

This course is a continuation of ARTD 42B. Create smithing tools and use them for making projects, including pitch bowl and punches for chasing and repousse, altered stakes and hammers for anti-clastic raising, hydraulic press dies for forming and surface embellishments, wooden forms for sinking and raising, and file and graver alterations. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTD 42B (or ART 82C) • *Credit transferable:* CSU • *Materials fee:* \$35

Program Requirements, Courses and Learning Outcomes

ARTD 43A - Jewelry: Stone Setting I

3 units • LG-P/NP • Total hours: 102 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 • Total hours: 102 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 • Total hours: 102 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.

Prerequisite: ARTD 43B • *Credit transferable:* CSU • *Materials fee:* \$35

ARTD 44A - Metal Arts: Enameling I

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTD 40A (or ART 84A) • *Credit transferable:* CSU • *Materials fee:* \$35

ARTD 44B - Metal Arts: Enameling II

3 units • LG-P/NP • Total hours: 102 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 cloisonne, champleve, plique-a-jour, basse-taille, screen printing, and limoge. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTD 44A (or ART 85A) • *Credit transferable:* CSU • *Materials fee:* \$35



ARTD 45 - Jewelry: Granulation and Fusing

3 units • LG-P/NP • Total hours: 102 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 40A (or ART 84A) • *Advisory:* Cabrillo College ART 8A or 26A; or equivalent at accredited college • *Credit transferable:* CSU • *Materials fee:* \$40

ARTD 47A - Jewelry: Stone Lapidary Basics I

1.5 units • LG-P/NP • Total hours: 51 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 • Total hours: 51 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/INP • Total hours: 102 hours studio

This course covers the art of tinsmithing by studying Mexican and New Mexican tinsmithing as well as contemporary tin works. Create tin works by incorporating recycled tin with images into jewelry, wall pieces, boxes, small sculptural forms, etc. Demonstrations cover working with recycled tin. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU • Materials fee: \$30

ARTD 53 - Jewelry Mechanisms

3 units • LG-P/INP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU • Materials fee: \$35

ARTD 55 - Jewelry: Chain and Ring Making

3 units • LG-P/INP • Total hours: 102 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 practice, students learn to construct a variety of chains and rings. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARTD 40A (or ART 84A) • Credit transferable: CSU • Materials fee: \$35

ARTD 57 - Jewelry: Soldering

3 units • LG-P/INP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

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/INP • Total hours: 34 hours lecture; 68 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. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARTB 2 (or ART 22); or ARTS 10A (or ART 28A) • Credit transferable: CSU

ARTG 11 - Introduction to Photoshop

4 units • LG-P/INP • Total hours: 34 hours lecture; 68 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. Portions of instruction may be offered online; may also be offered fully online.

Advisories: Completion of or concurrent enrollment in ARTB 2 (or ART 22); or ARTS 10A (or ART 28A) • Credit transferable: CSU, UC

ARTG 12 - Page Layout and Typography

4 units • LG-P/INP • Total hours: 34 hours lecture; 68 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ARTG 15 - Graphic Design: Images and Type

4 units • LG-P/INP • Total hours: 34 hours lecture; 68 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ARTG 16 - Graphic Arts Production and Pre-Press

4 units • LG-P/INP • Total hours: 34 hours lecture; 68 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ARTG 17 - Graphic Arts Portfolio

1 unit • LG-P/INP • Total hours: 17 hours 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU

Art - History

ARTH 1 - Art Appreciation

3 units • LG-P/NP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ARTH 3 - Western Art I

3 units • LG-P/NP • Total hours: 51 hours lecture

This course provides an overview of western art and architecture from pre-history through the medieval period. Portions of instruction may be offered online; may also be offered fully online. [C-ID ARTH 110]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ARTH 4 - Western Art II

3 units • LG-P/NP • Total hours: 51 hours lecture

This course provides an overview of art and architecture from the Renaissance to the Contemporary period. Portions of instruction may be offered online; may also be offered fully online. [C-ID ARTH 120]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ARTH 8 - Survey of Asian Art

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ARTH 130]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ARTH 12 - Greek and Roman Art and Architecture

3 units • LG-P/NP • Total hours: 51 hours lecture

This course is a survey of ancient Greek and Roman art and architecture, beginning with the Prehistoric Aegean and concluding with the Roman Empire in the age of Constantine (4th century CE). Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU; UC • GE Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ARTH 14 - Renaissance Art and Architecture

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

Art - Photography

ARTP 10 - Introduction to Photography

3 units • LG-P/NP • Total hours: 51 hours lecture

This is an introductory non-laboratory course in camera operation, exposure, composition, and lighting, with application to general photography. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; MPC, Area C

ARTP 11A - Photography I: Black and White

3 units • LG-P/NP • Total hours: 17 hours lecture; 76.5 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; MPC, Area C

ARTP 11B - Photography II

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARTP 11A, with emphasis on developing the visual, conceptual, and technical aspects of photography. It includes expanded use of materials and techniques. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTP 11A (or PHOT 1A) • Credit transferable: CSU

ARTP 11C - Photography III

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTP 11B (or PHOT 1B) • Credit transferable: CSU

ARTP 12A - Digital Photography I

3 units • LG-P/NP • Total hours: 102 hours studio

This course provides students with the theory and practice necessary to use a digital camera and produce quality fine art digital prints. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ARTP 12B - Digital Photography II

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTP 12A • Credit transferable: CSU

ARTP 14 - History of Photography

3 units • LG-P/NP • Total hours: 51 hours lecture

This course is a thematic investigation of the history of photography with attention to technological advances and cultural influences. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C1; IGETC, Area 3A; MPC, Area C

ARTP 15 - Portraiture Photography

3 units • LG-P/NP • Total hours: 102 hours studio

This course explores the techniques, characteristics, and principles of contemporary portraiture and the use of available and artificial lighting schemes. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC

ARTP 27 - Narrative Photography

3 units • LG-P/NP • Total hours: 102 hours studio

This course is an exploration of the use of the photographic image in narrative and editorial form. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC

ARTP 55 - Alternative Processes

3 units • LG-P/NP • Total hours: 102 hours studio

This course explores the unique characteristics of non-conventional and historic photographic processes. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC

ARTP 58 - Photographic Lighting

3 units • LG-P/NP • Total hours: 102 hours studio

This course is the study and practice of lighting techniques in both the studio and on location. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARTP 11A or ARTP 12A; completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

ARTP 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

This course is designed to enrich the student's experience beyond current Photography curriculum offerings. The program of study, research, reading, or activity is tailored to student needs and interests. When students have identified an instructor to supervise their program of study, the agreement is recorded on a form available in the Admissions and Records Office. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU

Art - Studio

ARTS 8 - Professional Practices: Photographing Your Artwork

.5 unit • LG-P/NP • Total hours: 17 hours studio

This course offers an introduction to digital methods of photographing artwork. Cameras, lighting, shooting, and creating digital files are studied. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU

ARTS 9A - Creative Digital Media I

3 units • LG-P/NP • Total hours: 17 hours lecture; 68 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC

ARTS 9B - Creative Digital Media II

2 units • LG-P/NP • Total hours: 17 hours lecture; 34 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) •
Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU

ARTS 10A - Drawing and Composition I

3 units • LG-P/NP • Total hours: 17 hours lecture; 76.5 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ARTS 110]

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* MPC, Area C, E2

ARTS 10B - Intermediate Drawing

3 units • LG-P/NP • Total hours: 17 hours lecture; 76.5 hours studio

This course is a continuation of ARTS 10A. 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ARTS 205]

Prerequisites: ARTS 10A (or ART 28A) • *Advisories:* ARTB 2 (or ART 22) •
Credit transferable: CSU, UC

Program Requirements, Courses and Learning Outcomes

ARTS 11A - Sketch I

1.5 units • LG-P/INP • Total hours: 51 hours studio

This course emphasizes the quick sketch for developing ideas and skills. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ARTS 11B - Sketch II

1.5 units • LG-P/INP • Total hours: 51 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) • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ARTS 12A - Figure Drawing I

3 units • LG-P/INP • Total hours: 17 hours lecture; 76.5 hours studio

This course offers an 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 learn both descriptive and interpretive approaches to drawing the figure. Portions of instruction may be offered online; may also be offered fully online. [C-ID ARTS 200]

Advisories: ARTS 10A (or ART 28A) • Credit transferable: CSU, UC • GE Credit: MPC, Area C, E2

ARTS 12B - Figure Drawing II

3 units • LG-P/INP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTS 12A (or ART 30A) • Credit transferable: CSU, UC

ARTS 12C - Figure Drawing III

3 units • LG-P/INP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTS 12B (or ART 30B) • Credit transferable: CSU, UC

ARTS 12D - Figure Drawing IV

3 units • LG-P/INP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: ARTS 12C • Credit transferable: CSU, UC

ARTS 13A - Expressive Drawing I

1.5-3 units • LG-P/INP • Total hours: 51 hours studio for each 1.5 units

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/INP • Total hours: 51 hours studio for each 1.5 units

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/INP • Total hours: 17 hours 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/INP • Total hours: 17 hours 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/INP • Total hours: 51 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/INP • Total hours: 17 hours 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/INP • Total hours: 17 hours 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/INP • Total hours: 17 hours 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 • Total hours: 17 hours 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 • Total hours: 51 hours studio for each 1.5 units

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 are used. Emphases are on technical proficiency, conceptualization, and individual expression. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARTB 2 (or ART 22); or ARTB 4 (or ART 24); completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ARTS 30B - Mixed Media II

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARTS 30A. It covers the development of additional mixed media techniques, including a wider variety of non-traditional media and formats. Emphasis is on individual expression and conceptual ideas. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTS 30A (or ART 59) • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ARTS 31 - Mixed Media: Collage

.5-1 unit • P/NP • Total hours: 34 hours studio for each unit

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 • Total hours: 17 hours 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 • Total hours: 34 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 • Total hours: 17 hours lecture; 76.5 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ARTS 210]

Advisories: ARTB 2 (or ART 22); or ARTB 4 (or ART 24); and ARTS 10A (or ART 28A) • Credit transferable: CSU, UC • GE Credit: MPC, Area C, E2

ARTS 40B - Painting II

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTS 40A (or ART 58A) • Credit transferable: CSU, UC

ARTS 40C - Painting III

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARTS 40B and 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTS 40B (or ART 58B) • Credit transferable: CSU, UC

ARTS 40D - Painting IV

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARTS 40C and 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: ARTS 40C • Credit transferable: CSU, UC

ARTS 41A - Watercolor I

3 units • LG-P/NP • Total hours: 102 hours studio

This course offers an introduction to watercolor painting with emphasis on transparent washes and experimental methods. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARTB 2 (or ART 22); or ARTB 4 (or ART 24) • Credit transferable: CSU, UC • GE Credit: MPC, Area E2

ARTS 41B - Watercolor II

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

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 • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTS 41B (or ART 57B) • Credit transferable: CSU, UC

Program Requirements, Courses and Learning Outcomes

ARTS 41D - Watercolor IV

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARTS 41C, focusing on watercolor painting as an expressive medium. Students create complex watercolor projects requiring independent research and production. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: ARTS 41C • *Credit transferable:* CSU

ARTS 42 - Watercolor Still Life Painting

.5-1.5 units • P/NP • Total hours: 34 hours studio for each unit

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 • Total hours: 34 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 • Total hours: 34 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 • Total hours: 34 hours studio for each unit

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 • Total hours: 17 hours 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 • Total hours: 102 hours studio

This course offers an introduction to the basic materials, equipment, and processes of printmaking, including relief (linocut and woodcut), intaglio (drypoint, etching, and collagraph), planography (lithography and monotype), and stencil (screenprint). Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARTB 2 (or ART 22); or ARTB 4 (or ART 24) • *Credit transferable:* CSU, UC • *GE Credit:* MPC, Area C, E2

ARTS 61A - Monotype I

1.5-3 units • LG-P/NP • Total hours: 51 hours studio for each 1.5 units

This course offers an introduction to the art of monotypes and related printmaking techniques. Safe studio practices and non-toxic techniques are emphasized. Portions of instruction may be offered online; may also be offered fully online.

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 • Total hours: 102 hours studio

This course is a continuation of ARTS 61A with emphasis on chine colle and printing over inkjet output. Portions of instruction may be offered online; may also be offered fully online.

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 • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

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 • Total hours: 102 hours studio

This course is a continuation of ARTS 61C, offering further study in monotype printmaking using process colors and combined techniques. Students refine work for portfolio review, scholarship application, transfer, and/or exhibition preparation. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTS 61C (or ARPN 61C) • *Credit transferable:* CSU, UC

ARTS 62A - Relief Printmaking I

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARTB 2 (or ART 22); or ARTB 4 (or ART 24) • *Credit transferable:* CSU, UC • *GE Credit:* MPC, Area E2

ARTS 62B - Relief Printmaking II

3 units • LG-P/NP • Total hours: 102 hours studio

This course is a continuation of ARTS 62A, offering further study in relief printmaking. Multiple blocks, process colors, and chine colle are introduced. Non-toxic studio practices are emphasized. Portions of instruction may be offered online; may also be offered fully online.

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-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARTB 2 (or ART 22); or ARTB 4 (or ART 24) •

Credit transferable: CSU, UC

ARTS 63B - Intaglio Printmaking II

3 units • LG • Total hours: 102 hours studio

This course is a continuation of ARTS 63A, offering further study in intaglio printmaking with emphasis on etching and aquatint. Low toxicity techniques are employed. Portions of instruction may be offered online; may also be offered fully online.

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 • Total hours: 102 hours studio

This course is a continuation of ARTS 63B, offering advanced study in etching and aquatint. Topics include experimental lift grounds, printing over digital output, and chine collé. Portions of instruction may be offered online; may also be offered fully online.

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 • Total hours: 102 hours studio

This course is an exploration of photo-based printmaking processes. Techniques may include but are not limited to photographic chine colle, gum transfers, solar plates, and the use of digitally created images. Press operation and safe studio practices are included. Portions of instruction may be offered online; may also be offered fully online.

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 • Total hours: 102 hours studio

This course is a continuation of ARTS 64A, offering further study in photo-based printmaking techniques with an increase in project complexity and scale. Emphasis is on more personal expression. Portions of instruction may be offered online; may also be offered fully online.

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 • Total hours: 34 hours studio for each unit

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 • Total hours: 34 hours studio for each unit

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 • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ARTB 2 (or ART 22) • Credit transferable: CSU

ARTS 66B - Book Arts II

3 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTS 66A (or ART 36C) • Credit transferable: CSU

ARTS 68 - Printmaking Portfolio

1 unit • P/NP • Total hours: 34 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 • Total hours: 51 hours studio for each 1.5 units

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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTS 61A (or ARPN 61A or ART 37) •

Credit transferable: CSU

ARTS 70 - Experimental Relief Printmaking

3 units • LG-P/NP • Total hours: 102 hours studio

This course is an exploration of experimental, non-toxic relief printmaking processes. Techniques include but are not limited to multiple-drop mixed media prints and new technologies in relief printmaking. Press operation and safe studio practices are included. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTS 62A (or ARPN 62A or ART 36A) •

Credit transferable: CSU

Program Requirements, Courses and Learning Outcomes

ARTS 71 - Experimental Intaglio Printmaking

3 units • LG-P/NP • Total hours: 102 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 intaglio prints. Press operation and safe studio practices are included. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: ARTS 63A (or ARPN 63A or ART 36B) •
Credit transferable: CSU

ARTS 72A - Printmaking Studio I

1 unit • P/NP • Total hours: 34 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 • Total hours: 34 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 • Total hours: 34 hours studio for each unit

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 • Total hours: 34 hours studio for each unit

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 • Total hours: 34 hours studio for each unit

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 • Total hours: 34 hours studio for each unit

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 • Total hours: 34 hours studio for each unit

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 • Total hours: 34 hours studio for each unit

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 - Total hours: 17 hours studio

This is a specialized course in pastel transfer printmaking techniques.

Credit transferable: CSU

Art - Video/Cinema

ARTV 1 - Introduction to Film/Video

3 units • LG-P/NP • Total hours: 51 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 conceptualization and the procedures that must be followed in starting a production. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C1; MPC, Area C

Astronomy

PROGRAM OF STUDY

- **Astronomy**
- Associate in Science Degree

Astronomy - Associate in Science Degree

Astronomy is the branch of science which studies celestial objects and processes. Astronomers draw on many other disciplines to explain celestial phenomena including mathematics, physics, and chemistry. The Associate in Science degree in Astronomy at Monterey Peninsula College gives students a foundation in the introductory science and math which are needed for further study in Astronomy or a related field.

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 Science Degree Major Requirements Units

REQUIRED CORE:

Select at least 18 units from the following 18

ASTR 10 Introduction to Astronomy (3)
and ASTR 10L Introduction to Astronomy Laboratory (1)

CHEM 1A General Chemistry I (5)

CHEM 1B General Chemistry II (5)

MATH 20A Calculus with Analytic Geometry I (4)

MATH 20B Calculus with Analytic Geometry II (4)

PHYS 3A Science and Engineering Physics I (4)

PHYS 3B Science and Engineering 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 a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60



COURSE DESCRIPTIONS

ASTR 10 - Introduction to Astronomy

3 units • LG-P/NP • Total hours: 51 hours lecture

This course presents the phenomena and principles of astronomy, stressing the evolution of our current conceptions of the universe and their influence on culture and technology. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: ASTR 10L • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B1; IGETC, Area 5A; MPC, Area B (with ASTR 10L)

ASTR 10L - Introduction to Astronomy Laboratory

1 unit • LG-P/NP • Total hours: 51 hours lab

This course provides fundamental laboratory study and hands-on examination of the topics covered in ASTR 10. Local evening field trips are required. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: ASTR 10 • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B3; IGETC, Area 5C; MPC, Area B (with ASTR 10)

Athletics

INTERCOLLEGIATE ATHLETICS

Eligibility: The rules of the California Community College Athletic Association 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. 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. Questions pertaining to eligibility should be directed to the athletic director or the head coach of the sport of interest.

ATHL 18 - Fundamentals of Football

.5 unit • LG-P/NP • Total hours: 34 hours lab by arrangement

This course is designed to improve the physical conditioning and athletic skills of individuals interested in intercollegiate football competitions. Students develop individual and team skills and current football strategies. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: MPC, Area E1

ATHL 20.1 - Skill Development for Baseball

2 units • LG-P/NP • Total hours: 102 hours lab by arrangement

Students learn physical conditioning and basic skills appropriate for intercollegiate baseball. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 20.2 - Skill Development for Basketball – Men

.5-1 unit • LG-P/NP • Total hours: 68 hours lab per unit by arrangement

Students learn physical conditioning and basic skills appropriate for intercollegiate basketball. May be taken four times for credit. Portions of instruction may be offered online; also may be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 20.3 - Skill Development for Basketball – Women

.5-1 unit • LG-P/NP • Total hours: 68 hours lab per unit by arrangement

Students learn physical conditioning and basic skills appropriate for intercollegiate basketball. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 20.4 - Skill Development for Football

1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement

Students learn physical conditioning and basic skills appropriate for intercollegiate football. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 20.5 - Skill Development for Golf

1 unit • LG-P/NP • Total hours: 68 hours lab by arrangement

Students develop advanced skills appropriate for intercollegiate golf competition. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 20.6 - Skill Development for Softball

1.5 units • LG-P/NP • Total hours: 76.5 hours lab by arrangement

Students learn physical conditioning and basic skills appropriate for intercollegiate fastpitch softball. May be taken four times for credit. Portions of instruction may be offered online; also may be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 20.8 - Skill Development for Tennis

.5 unit • LG-P/NP • Total hours: 34 hours lab by arrangement

Students learn tournament play, advanced techniques, singles and doubles tactics and strategies appropriate for intercollegiate tennis. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 20.9 - Skill Development for Track and Field

2 units • LG-P/NP • Total hours: 102 hours lab by arrangement

Students learn physical conditioning and development of skills appropriate for intercollegiate track and field. May be taken four times for credit. Portions of instruction may be offered online; also may be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 20.10 - Skill Development for Volleyball

1 unit • LG-P/NP • Total hours: 68 hours lab

Students learn individual and team skills appropriate for intercollegiate volleyball. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 20.11 - Skill Development for Soccer – Men

1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement

Students learn physical conditioning and basic skills appropriate for intercollegiate soccer. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 20.12 - Skill Development for Soccer – Women

1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement

Students learn physical conditioning and basic skills appropriate for intercollegiate soccer. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 21 - Competitive Golf

.5 unit • LG-P/NP • Total hours: 34 hours lab by arrangement

This course is designed to build the skills and techniques required for playing competitive golf. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

ATHL 29 - Varsity Athletic Conditioning

.5 unit • LG-P/NP • Total hours: 34 hours lab by arrangement

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. Portions of instruction may also be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: MPC, Area E1

ATHL 30.1 - Intercollegiate Basketball – Women

1.5 units • LG • Total hours: 85 hours lab by arrangement

This course provides practice and competition in intercollegiate basketball. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

**ATHL 30.2 - Intercollegiate Softball – Women**

3 units • LG • Total hours: 170 hours lab by arrangement

This course provides practice and competition in intercollegiate softball. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 30.3 - Intercollegiate Volleyball – Women

3 units • LG • Total hours: 170 hours lab by arrangement

This course provides practice and competition in intercollegiate volleyball. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 30.4 - Intercollegiate Tennis – Women

3 units • LG • Total hours: 170 hours lab by arrangement

This course provides practice and competition in intercollegiate tennis. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

Program Requirements, Courses and Learning Outcomes

ATHL 30.6 - Intercollegiate Soccer – Women

3 units • LG • Total hours: 170 hours lab by arrangement

This course provides practice and competition in intercollegiate soccer. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 30.7 - Intercollegiate Beach Volleyball – Women

3 units • LG • Total hours: 170 hours lab by arrangement

This course provides practice and competition in intercollegiate beach volleyball. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 31.1 - Intercollegiate Football – Men

3 units • LG • Total hours: 170 hours lab by arrangement

This course provides practice, instruction and competition in intercollegiate football. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 31.2 - Intercollegiate Basketball – Men

1.5 units • LG • Total hours: 85 hours lab by arrangement

This course provides practice and competition in intercollegiate basketball. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 31.3 - Intercollegiate Baseball – Men

3 units • LG • Total hours: 170 hours lab by arrangement

This course provides practice and competition in intercollegiate baseball. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 31.4 - Intercollegiate Golf – Men

3 units • LG • Total hours: 170 hours lab by arrangement

This course provides practice and competition in intercollegiate golf. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 31.5 - Intercollegiate Soccer – Men

3 units • LG • Total hours: 170 hours lab by arrangement

This course provides practice and competition in intercollegiate soccer. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 32.1 - Intercollegiate Track and Field – Women and Men

3 units • LG • Total hours: 170 hours lab by arrangement

This course provides practice and competition in intercollegiate track and field. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 32.4 - Intercollegiate Cross Country – Women and Men

3 units • LG • Total hours: 170 hours lab by arrangement

This course provides practice and competition in intercollegiate cross country for both men and women. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 61A - Elements of Football I

.5 unit • LG-P/NP • Total hours: 34 hours lab by arrangement

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. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine that a student has the appropriate skill level for safe participation • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units)

ATHL 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

Independent study in athletics. This course provides a framework for this academic discipline, which is designed to enrich the student's experience beyond current curriculum offerings. 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. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Initial tryout required to determine possession of appropriate skill level for safe participation • Credit transferable: CSU

Automotive Technology

PROGRAMS OF STUDY

- **Automotive Maintenance and Light Repair**
- Certificate of Achievement
- **Automotive Technology**
- Associate in Science Degree
- Certificate of Achievement
- **Emission Specialist**
- Certificate of Achievement

Automotive Technology

- Certificate of Achievement
- Associate in Science Degree

MPC's Automotive Technology Program is designed provide students with a solid foundation for technician 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:

- Perform service, diagnosis, and repair operations on modern automobiles.
- Demonstrate professional habits required for entry-level employment and advancement in trades associated with automotive maintenance and repair.

Certificate of Achievement Requirements	Units
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REQUIRED CORE:	43.5
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AUTO 100	Introduction to Automotive Technology (4)
AUTO 101	Engine Repair (4)
AUTO 102	Basic Auto Electricity and Electronics (4)
AUTO 103	Engine Performance (4.5)
AUTO 104	Automotive Electrics (2.5)
AUTO 105	Automotive Electrical Circuits (2.5)
AUTO 106	Auto 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 Auto Trade Experience I (4)
AUTO 162	Supervised Auto Trade Experience II (2) or COOP 91.4 - Auto Technology Work Experience (2)

TOTAL CERTIFICATE UNITS	43.5
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Associate in Science Degree Major Requirements	Units
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Certificate Requirements (as described above)	43.5
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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Automotive Maintenance and Light Repair

- Certificate of Achievement

This program provides students with the skills and knowledge required to obtain an entry-level position as a technician in the automotive service and repair industry.

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

- Perform routine maintenance on a modern vehicle at the professional level.
- Perform basic service and repairs on modern automotive braking systems.
- Perform basic service and repairs on modern automotive steering and suspension systems.
- Develop professional work habits that promote a safe, productive and environmentally conscious work environment.
- Identify professional habits and apply these to promote themselves and the quality of their work.

Certificate of Achievement Requirements	Units
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AUTO 100	Introduction to Automotive Technology	4
AUTO 102	Basic Auto Electricity and Electronics	4
AUTO 106	Auto Brake Systems and Safety Inspection	4
AUTO 111	Automotive Steering and Suspension	4
AUTO 161	Supervised Auto Trade Experience I (4) or COOP 91.4 - Auto Technology Work Experience (2)	2-4

TOTAL CERTIFICATE UNITS	18-20
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Program Requirements, Courses and Learning Outcomes

Emission Specialist - Certificate of Achievement

This program is designed to prepare students for employment as Smog Check technicians. It meets the State of California Level 1 and Level 2 license requirements. Students who complete the program are eligible and prepared to take the Smog Check Inspector License Exam.

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

- Correctly perform a State of California smog check inspection observing all applicable laws and regulations.
- Diagnose and repair emission related faults observing all application laws and regulations.
- Identify license requirements and successfully prepare for the Smog Check Inspector License Exam.
- Identify professional work habits and employ them to promote themselves and the quality of their work.

Certificate of Achievement Requirements		Units
AUTO 100	Introduction to Automotive Technology	4
AUTO 101	Engine Repair	4
AUTO 102	Basic Auto Electricity and Electronics	4
AUTO 103	Engine Performance	4.5
AUTO 104	Automotive Electrics	2.5
AUTO 105	Automotive Electrical Circuits	2.5
AUTO 170	Smog Check Inspection Procedures	2.5
AUTO 161	Supervised Auto Trade Experience I (4) or COOP 91.4 - Auto Technology Work Experience (2)	2-4
TOTAL CERTIFICATE UNITS		26-28

COURSE DESCRIPTIONS

AUTO 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

AUTO 100 - Introduction to Automotive Technology

4 units • LG-P/NP • Total hours: 51 hours lecture; 51 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.

GE Credit: MPC, Area E2

AUTO 101 - Engine Repair

4 units • LG-P/NP • Total hours: 34 hours lecture; 102 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite or corequisite: AUTO 100

AUTO 102 - Basic Automotive Electricity and Electronics

4 units • LG-P/NP • Total hours: 59.5 hours lecture; 34 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. Portions of instruction may be offered online; may also be offered fully online.

AUTO 103 - Engine Performance

4.5 units • LG-P/NP • Total hours: 63.75 hours lecture; 38.25 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. This course meets the Level 1 requirements for a Smog Check Inspector License. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites or corequisites: AUTO 100; AUTO 101; AUTO 102

AUTO 104 - Automotive Electrics

2.5 units • LG-P/NP • Total hours: 29.75 hours lecture; 38.25 hours lab

This course is a study of batteries, battery management, charging and starting systems found on modern automobiles. Topics include electric and hybrid electric powertrains. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite or corequisite: AUTO 100 • Advisory: AUTO 102

AUTO 105 - Automotive Electrical Circuits

2.5 units • LG-P/NP • Total hours: 25.5 hours lecture; 51 hours lab

This course is a study of the electrical systems found in modern automobiles. Topics include electrical test equipment, wiring diagrams, lighting circuits, various advanced body electrical circuits, and controls. Primary emphasis is put on diagnosis, testing, and repair. This course, in combination with AUTO 104, covers preparation for ASE Certification in A6 area.

Prerequisite or corequisite: AUTO 100 • Advisory: AUTO 102

AUTO 106 - Automotive Brake Systems and Safety Inspection

4 units • LG-P/NP • Total hours: 51 hours lecture; 51 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.

Prerequisite or corequisite: AUTO 100 • Advisory: AUTO 102

AUTO 107 - Automatic Transmissions and Transaxle

4 units • LG-P/NP • Total hours: 51 hours lecture; 68 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.

Prerequisite or corequisite: AUTO 100 • Advisories: AUTO 103; AUTO 104

**AUTO 108 - Manual Transmissions and Drivetrains**

4 units • LG-P/NP • Total hours: 51 hours lecture; 51 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.

Prerequisite or corequisite: AUTO 100

AUTO 111 - Automotive Steering and Suspension

4 units • LG-P/NP • Total hours: 51 hours lecture; 51 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.

Prerequisite or corequisite: AUTO 100

AUTO 161 - Supervised Automotive Trade Experience I

4 units • LG-P/NP • Total hours: 51 hours lecture; 51 hours lab

This is a practical course designed to help students prepare for employment in the automotive service industry. Students develop professional work habits and professional communication skills in a functioning repair shop.

Prerequisite: AUTO 100 or equivalent

AUTO 162 - Supervised Automotive Trade Experience II

2 units • LG-P/NP • Total hours: 17 hours lecture; 51 hours lab

This class helps students learn basic air conditioning service procedures. It also further develops students' brake, suspension, and air conditioning service skills in a professional work environment

Prerequisites or corequisites: AUTO 106; AUTO 111

AUTO 170 - Smog Check Inspection Procedures

2.5 units • LG-P/NP • Total hours: 34 hours lecture; 34 hours lab

This course is an automotive technician training program for California's Smog Check Program. It meets the Bureau of Automotive Repair (BAR) Level 2 requirements for obtaining a Smog Inspector License. This training provides students the procedural knowledge, skills, and abilities needed to perform smog check inspections.

Advisories: AUTO 103

Biology

PROGRAMS OF STUDY

- **Biology**
- Associate in Science for Transfer Degree
- **Biological Sciences**
- Associate in Science Degree



Biology - Associate in Science for Transfer Degree

The Associate in Science in Biology is intended to prepare students to transfer into the CSU system with the knowledge and experience to succeed in upper division coursework in biology to pursue a baccalaureate degree in biology or related majors. The core curriculum of BIOL 21 and 22 provides students with a strong foundation in biology, and by focusing on key concepts and themes, aims to build a framework for organizing the vast range of topics included in this course of study. In addition, the program seeks to develop an awareness of the nature of scientific inquiry, to build connections between areas within biology and with related disciplines, and to strengthen students' academic and critical thinking skills. Lastly, recognizing that students will be making choices relating to future study and careers, the program aims to engage students in activities, discussions and experiences aimed at forming a concrete basis for these important decisions. 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:

- Apply major biological concepts and principles.
- Learn independently and collaboratively within Biology and related disciplines.
- Employ tools and techniques commonly used in laboratory and field research.
- Apply the scientific method of inquiry to investigate and solve problems in Biology.

Associate in Science for Transfer Degree Major Requirements	Units
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REQUIRED CORE:	10
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- | | |
|---------|---|
| BIOL 21 | Concepts in Biology I: Cells, Genetics, and Organisms (5) |
| BIOL 22 | Concepts in Biology II: Diversity, Ecology, and Evolution (5) |

LIST A:	22
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- | | |
|---------|---|
| CHEM 1A | General Chemistry I (5) |
| CHEM 1B | General Chemistry II (5) |
| MATH 18 | Calculus and Analytic Geometry for Biology/SocSci/Busi (4)
or MATH 20A - Calculus with Analytic Geometry I (4) |

Select one of the following sequences:

- | | |
|-------------|--|
| PHYS 2A | General Physics I (4) |
| and PHYS 2B | General Physics II (4) |
| OR | |
| PHYS 3A | Science and Engineering Physics I (4) |
| and PHYS 3B | Science and Engineering Physics II (4) |

LIST B: Recommended major preparation (Optional - not required for the degree but may be required by transfer institution):	0-5
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- | | |
|-------------|-------------------------------------|
| ANAT 1 | Human Anatomy (2) |
| and ANAT 2 | Human Anatomy Lab (2) |
| BIOL 25 | Applied Microbiology Lecture (3) |
| and BIOL 26 | Applied Microbiology Laboratory (1) |
| CHEM 2 | Fundamental Chemistry (4) |



- | | |
|-------------|--|
| CHEM 12A | Organic Chemistry I (5) |
| CHEM 12B | Organic Chemistry II (5) |
| GEOL 2 | Physical Geology (3) |
| and GEOL 2L | Physical Geology Laboratory (1) |
| MATH 13 | Pre-Calculus (5) |
| MATH 16 | Elementary Statistics (4) |
| MATH 20A | Calculus with Analytic Geometry I (4) |
| MATH 20B | Calculus with Analytic Geometry II (4) |
| PHSO 1 | Human Physiology (3) |
| and PHSO 2 | Human Physiology Lab (2) |

TOTAL MAJOR UNITS	32-37
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Associate Degree Requirements (as described above)	32-37
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NOTE: This degree program requires the IGETC for STEM pattern, allowing for completion after transfer of one course each in IGETC Area 3 (Arts and Humanities) and Area 4 (Social and Behavioral Sciences).

Complete IGETC for STEM pattern for a total of 60 transferable units (see a counselor).

TOTAL DEGREE UNITS	60
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Biological Sciences - Associate in Science Degree

The Associate in Science in Biological Sciences is designed for students intending to transfer to a 4-year institution. The curriculum also prepares students to work professionally in areas centered around biology. The curriculum includes a core of courses in the biological and physical sciences and mathematics. This major area is appropriate also for Pre-Dentistry, Pre-Medicine, Pre-Pharmacy, and Pre-Veterinary Medicine. Contact an MPC counselor for major preparation at specific institutions.

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

- Apply principles of mathematics and physical sciences to laboratory practices and biological processes.
- Explain concepts and theories of molecular and cellular biology, and genetics.
- Compare the structure and physiological functions of organisms, their ecological relationships, and evolution.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.

Associate in Science Degree Major Requirements		Units
BIOL 21	Concepts in Biology I: Cells, Genetics, and Organisms	5
BIOL 22	Concepts in Biology II: Diversity, Ecology, and Evolution	5
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
MATH 20A	Calculus with Analytic Geometry I	4
TOTAL MAJOR UNITS		24
Associate Degree Requirements (as described above)		24
Contact an MPC counselor for major preparation at specific institutions.		
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>		
TOTAL DEGREE UNITS		60

COURSE DESCRIPTIONS

BIOL 10 - Principles of Biology

4 units • LG-P/INP • Total hours: 51 hours lecture; 51 hours lab

This course surveys modern biology, including concepts of cell and molecular biology, genetics, biodiversity, ecology, and evolution. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: no credit if taken after BIOL 21 or 22) • GE Credit: CSU, Area B2, B3; IGETC, Area 5B, 5C; MPC, Area B

BIOL 13 - Marine Biology

4 units • LG-P/INP • Total hours: 51 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE 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 • Total hours: 68 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID BIOL 190]

Prerequisites: CHEM 1A; MATH 263 or higher • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE 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 • Total hours: 51 hours lecture; 102 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID BIOL 140]

Prerequisites: MATH 263 or higher • Prerequisite or corequisite: CHEM 1A • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area B2, B3; IGETC, Area 5B, 5C; MPC, Area B

BIOL 25 - Applied Microbiology Lecture

3 units • LG • Total hours: 51 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 programs, including RN, LVN, and veterinary assisting. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: CHEM 30A or CHEM 1A • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area B2; IGETC, Area 5B; MPC, Area B (with BIOL 26)

BIOL 26 - Applied Microbiology Laboratory

1 unit • LG • Total hours: 51 hours lab

This class covers aseptic techniques, culture of microbes, identification of microbes, and the clinical uses of physiological testing on bacterial species. It is designed for those entering paramedical training programs, including Nursing, Nutrition, Dental Hygiene, Veterinary Technician, Physician Assistant and Nurse Practitioner. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: CHEM 1A; or CHEM 30A • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area B (with BIOL 25)



BIOL 30 - Introduction to Genetics

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area B2; IGETC, Area 5B

BIOL 31 - Environmental Science

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area B1, B2; IGETC, Area 5A, 5B; MPC, Area B (with BIOL 32), E1

BIOL 32 - Environmental Science Laboratory

1 unit • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite or corequisite: BIOL 31 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area B3; IGETC, Area 5C; MPC, Area B (with BIOL 31)

Business

PROGRAMS OF STUDY

- **Business - Accounting/Bookkeeping**
- Certificate of Achievement
- **Business - Accounting**
- Associate in Science Degree
- Certificate of Achievement
- **Business Administration**
- Associate in Science for Transfer Degree
- Associate in Science Degree
- Certificate of Achievement
- **Business Administration 2.0**
- Associate in Science for Transfer Degree
- **Business Technology**
- Certificate of Achievement
- **Business - Entrepreneurship**
- Certificate of Achievement
- **Entry Level Office Worker**
- Certificate of Achievement
- Certificate of Completion (Noncredit)
- **Human Resources**
- Certificate of Achievement
- **Leadership**
- Certificate of Achievement
- **Office Administration**
- Associate in Science Degree
- Certificate of Achievement
- **Sales and Marketing**
- Certificate of Achievement



Business - Accounting/Bookkeeping - Certificate of Achievement

The Business Accounting/Bookkeeping Certificate of Achievement is designed for students who seek the core technical skills required for an entry-level bookkeeping role in a small business. It introduces students to the basics of accounting, as well as to keyboarding and business machine skills. It also offers training in computerized accounting systems. Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science for Transfer degree (AS-T) in Business Administration.

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 and communicate accounting information including utilizing necessary software tools.

Certificate of Achievement Requirements		Units
REQUIRED CORE:		
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
BUSI 110	Business Mathematics	3
BUSI 120A	Basic Accounting	4
BUSI 120B	QuickBooks Online Accounting Software	3

Select one of the following MS Office paths: **3**

BUSC 140 Computer Applications - Microsoft Word (1)
and BUSC 150 - Computer Applications - Microsoft Excel (1)
and BUSC 160 - Computer Applications - Microsoft PowerPoint (1)

OR CSIS 50 MS Office Applications (2)
and CSIS 50L - MS Office Applications Lab (1)

TOTAL CERTIFICATE UNITS **13-14**

Business - Accounting - Certificate of Achievement - Associate in Science Degree

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 Achievement and the Business-Accounting Certificate of Achievement must both be completed before or as part of this degree. Students planning to transfer to a university to earn a Bachelor's degree should consider the Associate in Science for Transfer degree (AS-T) in Business Administration.

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

- Prepare basic financial statements using manual and computerized systems.
- Demonstrate speed and accuracy in keyboarding skills.
- Apply generally accepted accounting principles and accounting fundamentals to complete the accounting cycle using both manual and computerized systems.
- 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.
- General Education Outcome: Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.

Certificate of Achievement Requirements	Units
Certificate of Achievement in Accounting/Bookkeeping Requirements (as described above)	13-14

REQUIRED CORE: **14**

BUSI 1A	Financial Accounting (4)
BUSI 1B	Managerial Accounting (4)
BUSI 24	Business Issues and Ethics (3)
CSIS 1	Computer Information Systems (3)

Select one course from the following: **3**

BUSI 20	Introduction to Business (3)
BUSI 30	Global Management (3)
BUSI 44	Introduction to Business Ownership/Management (3)

Program Requirements, Courses and Learning Outcomes

Select one course from the following: 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)

TOTAL CERTIFICATE UNITS 31-35

Associate in Science Degree Major Requirements Units

Certificate Requirements (as described above) 31-35

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60

Business Administration

- Associate in Science for Transfer Degree

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 Major Requirements Units

REQUIRED CORE: 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)

LIST A: Select one course from the following: 4

MATH 16	Elementary Statistics (4)
MATH 17	Finite Mathematics (4)
MATH 18	Calculus and Analytic Geometry for Bio/Soc Sci/Busi. (4)

LIST B: Select two courses from the following: 6-8

Any List A course not already selected

BUSI 20	Introduction to Business (3) or BUSI 70 - Business Communication (3)
CSIS 1	Computer Information Systems (3)

TOTAL MAJOR UNITS 27-29

Associate Degree Requirements (as described above) 27-29

Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS 60



Business Administration 2.0

- Associate in Science for Transfer Degree

The Associate in Science in Business Administration for Transfer 2.0 degree (AS-T in Business Administration 2.0) program is designed to fulfill the transfer model curriculum requirements to CSU campuses. Students will be prepared to transfer seamlessly into the CSU system to pursue further studies for a baccalaureate degree in Business Administration or similar 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:

- 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 Major Requirements Units

BUSI 1A	Financial Accounting	4
BUSI 1B	Managerial Accounting	4
BUSI 18	Business Law	3
BUSI 20	Introduction to Business (3) or BUSI 70 - Business Communication (3)	3
ECON 2	Principles of Economics: Macro	3
ECON 4	Principles of Economics: Micro	3
MATH 16	Elementary Statistics (4) or PSYC/SOCI 19 Intro. to Statistics for the Social Sciences (4)	4

Select one course from the following: 4-5

MATH 13	Pre-Calculus (5)
MATH 17	Finite Mathematics (4)
MATH 18	Calculus and Analytic Geometry for Bio/Soc Sci/Busi. (4)
MATH 20A	Calculus with Analytic Geometry I (4)

TOTAL MAJOR UNITS 28-29

Associate Degree Requirements (as described above) 28-29

Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS 60

Business Administration
- *Certificate of Achievement*

This is a modular program. Students can earn a Certificate of Achievement in Business Administration or earn a Certificate of Achievement in a specialty area just by completing the concentration requirements without completing the Business Administration requirements.

The Business Administration Certificate of Achievement prepares students for an entry-level business administration role in a small business. It is also an excellent way for self-made business professionals to add key formal business elements to their skill sets in business law, marketing and communication, accounting, management, human resources, and leadership. This certificate may be completed entirely online. Students planning to transfer to a university to earn a bachelor's degree should consider the Business Administration Associate in Science for Transfer 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.
- Evaluate and develop effective business strategies that embrace the power of diversity.
- Apply current management strategies and practices in the global business environment.
- Apply core marketing or communication practices to business situations
- Demonstrate specific small business operational skills in the areas of technology, leadership, or human resources.

Certificate of Achievement Requirements	Units
Select one from the following contextual overview courses:	3
BUSI 18 Business Law (3)	
BUSI 20 Introduction to Business (3)	
Select one from the following marketing/communication courses:	3
BUSI 36 Introduction to International Marketing (3)	
BUSI 50 Introduction to Marketing (3)	
BUSI 70 Business Communication (3)	
Select one from the following quantitative courses:	3-4
BUSI 1A Financial Accounting (4)	
BUSI 110 Business Mathematics (3)	
BUSI 120A Basic Accounting (4)	
Select one from the following management courses:	3
BUSI 30 Global Management (3)	
BUSI 40 Principles of Management (3)	
BUSI 44 Introduction to Business Ownership/Management (3)	
Select one from the following humanistic courses:	3
BUSI 22 Effective Leadership in Business (3)	
BUSI 38 Managing Diversity and Inclusion (3)	
BUSI 42 Human Resources Management (3)	
TOTAL CERTIFICATE UNITS	15-16

Business Administration
- *Associate in Science Degree*

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 achievement must be completed before or as part of the 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.
- Evaluate and develop effective business strategies that embrace the power of diversity.
- Apply current management strategies and practices in the global business environment.
- Apply core marketing or communication practices to business situations.
- Demonstrate specific small business operational skills in the areas of technology, leadership, or human resources.

Associate in Science Degree Major Requirements	Units
Certificate of Achievement Requirements (as described previously)	15-16
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:	
Select 15 units from the following:	15
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:	
Select 15 units from the following:	15
BUSI 54 Introduction to E-Marketing (3)	
BUSI 120B QuickBooks Online Accounting Software (3)	
CSIS 1 Computer Information Systems (3)	
CSIS 50 MS Office Applications (2) and CSIS 50L - MS Office Applications Lab (1)	
CSIS 75 Introduction to Computer Hardware/A+ Prep (4)	
CSIS 76A Cisco Certified Network Associate (CCNA) 1 (3)	
CSIS 86 Network Security Fundamentals/Security+ Prep (3)	
Leadership Concentration:	12
BUSI 22 Effective Leadership in Business (3)	
BUSI 24 Business Issues and Ethics (3)	

Program Requirements, Courses and Learning Outcomes

BUSI 38	Managing Diversity and Inclusion (3)	
BUSI 70	Business Communication (3)	
Human Resources Concentration:		12
BUSI 18	Business Law (3)	
BUSI 20	Introduction to Business (3)	
BUSI 22	Effective Leadership in Business (3)	
BUSI 42	Human Resources Management (3)	
Sales and Marketing Concentration:		12
BUSI 49	Professional Selling (3)	
BUSI 50	Introduction to Marketing (3)	
BUSI 54	Introduction to E-Marketing (3)	
BUSI 64	Customer Service (3)	
Select one from the following elective courses in addition to the chosen concentration:		.5-4
COOP 91.7	Business Work Experience (.5-4)	
ECON 1	The American Economic System (3)	
PHIL 10	Introduction to Critical Thinking (3)	
TOTAL MAJOR UNITS		27.5-35
Associate Degree Requirements (as described above)		27.5-35
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>		
TOTAL DEGREE UNITS		60

Business Technology - Certificate of Achievement

The Business Technology Certificate of Achievement 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. For further studies consider the Business Administration Associate degree with an emphasis in Business Technology or a Computer Science and Information Systems 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 (Business Administration AS-T) degree or the appropriate CSIS transfer program.

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

- Utilize fundamental business technology resources appropriate to a small business environment.

Certificate of Achievement Requirements		Units
Select 15 units from the following:		15
BUSI 54	Introduction to E-Marketing (3)	
BUSI 120B	QuickBooks Online Accounting Software (3)	
CSIS 1	Computer Information Systems (3)	
CSIS 50	MS Office Applications (2) and CSIS 50L - MS Office Applications Lab (1)	
CSIS 75	Introduction to Computer Hardware/A+ Prep (4)	
CSIS 76A	Cisco Certified Network Associate (CCNA) 1 (3)	
CSIS 86	Network Security Fundamentals/Security+ Prep (3)	
TOTAL CERTIFICATE UNITS		15

Business - Entrepreneurship - Certificate of Achievement

The Business Entrepreneurship Certificate of Achievement 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:

- Demonstrate the core skills required for an entrepreneurial venture.

Certificate of Achievement Requirements		Units
Select 15 units from the following:		15
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)	
TOTAL CERTIFICATE UNITS		15

Business - Entry Level Office Worker - Certificate of Achievement

The Entry Level Office Worker Certificate of Achievement is designed to develop foundational office skills that prepare students for entry level office employment. Students have the opportunity to earn Microsoft Office Specialist Certifications.

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

- Demonstrate office skills for a broad range of entry-level business positions.

Certificate of Achievement Requirements		Units
BUSC 109	Keyboarding for Computers	1
BUSC 130	Computer Applications - Microsoft Outlook	.5
BUSC 133	Computer Applications - Microsoft Access	1
BUSC 140	Computer Applications - Microsoft Word	1
BUSC 150	Computer Applications - Microsoft Excel	1
BUSC 160	Computer Applications - Microsoft PowerPoint	1
BUSI 64	Customer Service	3
TOTAL CERTIFICATE UNITS		8.5

Business - Entry Level Office Worker
- Noncredit Certificate of Completion

The Entry Level Office Worker Certificate of Completion is designed to recognize the development of foundational office skills required for entry level office employment. Courses included in this certificate prepare students to take corresponding Microsoft Office Specialist industry certification exams.

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

- Demonstrate office skills for a broad range of entry-level business positions.

Certificate of Achievement Requirements		Units	Hours
BUSC 409	Keyboarding for Computers	0	51
BUSC 430	Computer Applications - Microsoft Outlook	0	25.5
BUSC 433	Computer Applications - Microsoft Access	0	51
BUSC 440	Computer Applications - Microsoft Word	0	51
BUSC 450	Computer Applications - Microsoft Excel	0	51
BUSC 460	Computer Applications - Microsoft PowerPoint	0	51
BUSI 464	Customer Service	0	51
TOTAL CERTIFICATE HOURS		0	331.5

Business - Human Resources
- Certificate of Achievement

The Business Human Resources Certificate of Achievement 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 (Business Administration AS-T) degree.

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

- Demonstrate the core Human Resources skills involved in working within a small business.

Certificate of Achievement Requirements		Units
BUSI 18	Business Law	3
BUSI 20	Introduction to Business	3
BUSI 22	Effective Leadership in Business	3
BUSI 42	Human Resources Management	3
TOTAL CERTIFICATE UNITS		12

Business - Leadership
- Certificate of Achievement

The Business Leadership Certificate of Achievement 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:

- Demonstrate the core business leadership skills involved in working successfully within a small business.

Certificate of Achievement Requirements		Units
BUSI 22	Effective Leadership in Business	3
BUSI 24	Business Issues and Ethics	3
BUSI 38	Managing Diversity and Inclusion	3
BUSI 70	Business Communication	3
TOTAL CERTIFICATE UNITS		12

Business - Office Administration
- Certificate of Achievement
- Associate in Science Degree

The Office Administration program adds to the foundation skills of the Business Information Worker Certificate of Achievement to prepare students for a higher level of responsibility, to include functions in bookkeeping entries, more advanced word processing and spreadsheet skills, and a choice of other business skills often used within the scope of an office administration position. The productivity tools learned through this program are immediately applicable to office administration positions and will enhance effectiveness far into the future of any business career. Earning the Associate-level degree adds the additional dimension of general education.

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.
- Utilize business accounting software.
- Perform additional activities typically assigned to office personnel.

Certificate of Achievement Requirements		Units
REQUIRED CORE:		6-7
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)	
BUSI 70	Business Communication (3)	
CSIS 1	Computer Information Systems (3)	

Program Requirements, Courses and Learning Outcomes

MS Office Paths:

Select one track from the following: **3**

BUSC 140 Computer Applications - Microsoft Word (1)
and BUSC 150 - Computer Applications - Microsoft Excel (1)
and BUSC 160 - Computer Application - Microsoft PowerPoint (1)

OR CSIS 50 MS Office Applications (2)
and CSIS 50L - MS Office Applications Lab (1)

Select one of the following courses: **3**

BUSI 22 Effective Leadership in Business (3)

BUSI 64 Customer Service (3)

Computerized Accounting Skills: **3**

BUSI 120B QuickBooks Online Accounting Software (3)

Select 2 of these business responsibility area classes not already selected above: **6**

BUSI 20 Introduction to Business (3)

BUSI 22 Effective Leadership in Business (3)

BUSI 54 Introduction to E-Marketing (3)

BUSI 110 Business Mathematics (3)

TOTAL CERTIFICATE UNITS 21-22

Associate in Science Degree Major Requirements Units

Certificate Requirements (as described above) 21-22

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60

Business - Sales and Marketing - Certificate of Achievement

The Business Sales and Marketing Certificate of Achievement 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 Business Administration Associate in Science for Transfer degree.

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

- Demonstrate the core skills required for an entry-level sales or marketing position.

Certificate of Achievement 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**

TOTAL CERTIFICATE UNITS 12

COURSE DESCRIPTIONS

BUSI 1A - Financial Accounting

4 units • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ACCT 110]

Advisories: BUSI 20; BUSI 110; BUSI 120A; completion of or concurrent enrollment in ENGL 1A; eligibility for MATH 263 • Credit transferable: CSU, UC • GE Credit: MPC, Area E2

BUSI 1B - Managerial Accounting

4 units • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ACCT 120]

Prerequisite: BUSI 1A • Credit transferable: CSU, UC

BUSI 18 - Business Law

3 units • LG-P/NP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

BUSI 20 - Introduction to Business

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID BUS 110]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area E2

BUSI 22 - Effective Leadership in Business

3 units • LG-P/NP • Total hours: 51 hours lecture

This course builds awareness of personal traits and styles in developing leadership skills and styles in developing leadership skills and philosophy. Students learn how to create a vision and a constructive environment that leads to success and personal satisfaction. The course also develops the ability to listen effectively, handle conflict, and overcome obstacles to become an effective leader in business. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: CSU, Area E

BUSI 24 - Business Issues and Ethics

3 units • LG-P/INP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

BUSI 30 - Global Management

3 units • LG-P/INP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

BUSI 36 - Introduction to International Marketing

3 units • LG-P/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

BUSI 38 - Managing Diversity and Inclusion

3 units • LG-P/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC • GE Credit: MPC, Area F

BUSI 40 - Principles of Management

3 units • LG-P/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

BUSI 42 - Human Resources Management

3 units • LG-P/INP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area A2

BUSI 44 - Introduction to Business Ownership/Management

3 units • LG-P/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

BUSI 46 - Entrepreneurial Mindset

3 units • LG • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area D

BUSI 49/449 - Professional Selling

3 units / 0 units • LG-P/INP / NC • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU • GE Credit: MPC, Area E2

BUSI 50/450 - Introduction to Marketing

3 units / 0 units • LG-P/INP / NC • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

BUSI 52 - Retail Store Management

3 units • LG-P/INP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

Program Requirements, Courses and Learning Outcomes

BUSI 54/454 - Introduction to E-Marketing

3 units / 0 units • LG-P/NP / NC • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU

BUSI 60 - Financial Planning and Money Management

3 units • LG-P/NP • Total hours: 51 hours lecture

This course provides students with the tools to achieve their personal financial goals by helping them make informed decisions regarding spending, savings, borrowing, and investing. Students are trained to apply quantitative reasoning concepts to solve problems in cash and debt management, investing fundamentals, major purchase decisions, tax considerations, insurance, retirement, and estate planning. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E1

BUSI 62 - Principles of Investment

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

BUSI 64/464 - Customer Service

3 units / 0 units • LG-P/NP / NC • Total hours: 51 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 HOSP 64; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

BUSI 68 - Entrepreneurial Start-up Ventures

3 units • LG • Total hours: 51 hours lecture

In a lecture setting, this comprehensive project-based 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2



BUSI 70 - Business Communication

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID BUS 115]

Prerequisite: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

BUSI 110 - Business Mathematics

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisories: Mastery of basic math principles of addition, subtraction, and other basic number properties. • GE Credit: MPC, Area A2

BUSI 120A - Basic Accounting

4 units • LG-P/NP • Total hours: 68 hours lecture

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 primarily for service companies organized as sole proprietors and partnerships. It serves as basic training for bookkeeping and accounting occupations. Portions of instruction may be offered online; may also be offered fully online.

GE Credit: MPC, Area E2

BUSI 120B - QuickBooks Online Accounting Software

3 units • LG-P/NP • Total hours: 51 hours lecture

This course provides an experiential introduction to the practical use of the cloud-based QuickBooks Online accounting application. While the primary focus is learning the software, core accounting concepts and interpretation of results are also reinforced. Portions of instruction may be offered online; may also be offered fully online.

Advisories: BUSI 1A or BUSI 120A or familiarity with accounting cycle

BUSI 131 - Financial Analysis for Entrepreneurs

3 units • LG-P/NP • Total hours: 51 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 • Total hours: 51 hours lab per unit by arrangement

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 • GE Credit: MPC, Area E2

BUSC 109/409 - Keyboarding for Computers

1 unit / 0 units • P/NP / NC • Total hours: 51 hours lab by arrangement

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. Portions of instruction may be offered online; may also be offered fully online.

GE Credit: MPC, Area E2 (BUSC 109)

BUSC 117A - Business Machine Calculations I

.5 unit • LG-P/NP • Total hours: 25.5 hours lab by arrangement

In this introductory course, students learn the ten-key keyboard by touch (without looking at the keys) with speed and accuracy.

GE Credit: MPC, Area E2

BUSC 117B - Business Machine Calculations II

.5 unit • LG-P/NP • Total hours: 25.5 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 ac-counting problems.

Advisories: BUSC 117A; MATH 351

BUSC 130/430 - Computer Applications – Microsoft Outlook

.5 unit / 0 units • LG-P/NP / NC • Total hours: 25.5 hours lab

In this introductory course, students use beginning functions of Microsoft Outlook. This is a hybrid course that supports the attainment of an industry standard certificate as a Microsoft Office Specialist - Outlook Associate (MOS). Portions of instruction may be offered online; may also be offered fully online.

BUSC 133/433 - Computer Applications – Microsoft Access

1 unit / 0 units • LG-P/NP / NC • Total hours: 51 hours lab

In this introductory course, students use beginning functions of Microsoft Access. This is a hybrid course that supports the attainment of an industry standard certificate as a Microsoft Office Specialist - Access Associate (MOS). Portions of instruction may be offered online; may also be offered fully online.

BUSC 140/440 - Computer Applications – Microsoft Word

1 unit / 0 units • LG-P/NP / NC • Total hours: 51 hours lab by arrangement

In this introductory course, students use beginning functions of Microsoft Word. This is a hybrid course that supports the attainment of an industry standard certificate as a Microsoft Office Specialist - Word Associate (MOS). Portions of instruction may be offered online; may also be offered fully online.

GE Credit: MPC, Area E2 (BUSC 140)

BUSC 141 - Microsoft Word 2013: Word for Windows II

1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement

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 11

BUSC 142 - Microsoft Word 2013: Word for Windows III

1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement

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 11

Program Requirements, Courses and Learning Outcomes



BUSC 143 - Microsoft Word 2013: Advanced Word for Windows
1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement

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 11

BUSC 150/450 - Computer Applications – Microsoft Excel
1 unit / 0 units • LG-P/NP / NC • Total hours: 51 hours lab by arrangement

In this introductory course, students use beginning functions of Microsoft Excel. This is a hybrid course that supports the attainment of an industry standard certificate as a Microsoft Office Specialist - Excel Associate (MOS). Portions of instruction may be offered online; may also be offered fully online.

GE Credit: MPC, Area E2 (BUSC 150)

BUSC 151 - Microsoft Excel 2013: Introduction to Spreadsheets II
1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement

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 11

.BUSC 160/460 - Computer Applications – Microsoft Powerpoint
1 unit / 0 units • LG-P/NP / NC • Total hours: 51 hours lab by arrangement

This course supports the attainment of an industry standard certificate as a Microsoft Office Specialist - PowerPoint Associate (MOS). Students will complete real-world simulated projects using Gmetrix and Certiport software in MS PowerPoint. Students will analyze real-world business problems and then apply appropriate solutions using Gmetrix and Certiport training and testing software. Portions of instruction may be offered online; may also be offered fully online.

GE Credit: MPC, Area E2 (BUSC 160)

BUSC 170 - Microsoft Windows 8
.5 unit • LG-P/NP • Total hours: 25.5 hours lab by arrangement

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.

Advisory: Eligibility for ENGL 111 or ENSL 11 • GE Credit: MPC, Area E2

BUSC 180 - Business Desktop Publishing
1 unit • LG-P/NP • Total hours: 51 hours lab by arrangement

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

PROGRAMS OF STUDY

• Chemistry

- Associate in Science Degree
- Associate in Science for Transfer Degree
- Associate in Science for UC Transfer Degree



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 Major Requirements	Units
REQUIRED CORE: Select at least 36 units from the following:	36
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 (4)	
MATH 20B Calculus with Analytic Geometry II (4)	
MATH 20C Calculus of Several Variables (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)	
TOTAL MAJOR UNITS	36
Associate Degree Requirements (as described above)	36
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
TOTAL DEGREE UNITS	60

Chemistry

- Associate in Science for Transfer Degree

Chemistry is the study of matter, including its composition, its properties, and the transformations it undergoes. Chemistry is considered "the central science" because it draws from physics and mathematics and its principles and applications constitute the foundation for other scientific disciplines including the biological sciences, the earth sciences, engineering, and medicine. A degree in chemistry affords excellent academic preparation for further study in any of these disciplines.

The Associate in Science in Chemistry for Transfer degree (AS-T in Chemistry) prepares students to pursue a Bachelor's degree in Chemistry at a California State University. Successful completion of the transfer degree guarantees the student acceptance to a California State University (but does not guarantee acceptance to a particular campus or 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:

- 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 for Transfer Degree Major Requirements	Units
REQUIRED CORE:	36
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 (4)	
MATH 20B Calculus with Analytic Geometry II (4)	
PHYS 3A Science and Engineering Physics I (4)	
PHYS 3B Science and Engineering Physics II (4)	
TOTAL MAJOR UNITS	36
Associate Degree Requirements (as described above)	36
<i>NOTE: This degree program requires completion of the IGETC for STEM pattern, allowing for completion after transfer of one course each in IGETC Area 3 (Arts and Humanities) and Area 4 (Social and Behavioral Sciences).</i>	
<i>Complete IGETC for STEM pattern for a total of 60 transferable units (see a counselor).</i>	
TOTAL DEGREE UNITS	60

Program Requirements, Courses and Learning Outcomes

Chemistry

- Associate in Science for UC Transfer Degree

The Associate in Science in Chemistry for UC Transfer degree prepares students to pursue a Bachelor's degree in Chemistry at a University of California institution. This major provides students with a full two years of chemistry education as well as a strong foundation in math and physics. In addition, completion of the AS in Chemistry for UC Transfer degree allows students to defer for completion after transfer two courses in IGETC Area 3 (Arts and Humanities) and two courses in IGETC Area 4 (Social and Behavioral Sciences). Admission to the University of California is competitive; successful completion of this program does not guarantee acceptance to a UC campus.

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 for UC Transfer Degree Major Requirements	Units
REQUIRED CORE:	48
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 (4)	
MATH 20B Calculus with Analytic Geometry II (4)	
MATH 20C Calculus of Several Variables (4)	
MATH 32 Differential Equations (4)	
PHYS 3A Science and Engineering Physics I (4)	
PHYS 3B Science and Engineering Physics I (4)	
PHYS 3C Science and Engineering Physics III (4)	
TOTAL MAJOR UNITS	48
Associate Degree Requirements (as described above)	48
<i>Consult with a counselor for specific school's admission requirements.</i>	
<i>Complete Competency Requirements and IGETC pattern, deferring for completion after transfer to UC two courses each in Area 3 (Arts and Humanities) and Area 4 (Social and Behavioral Sciences). All courses taken must be UC-transferable.</i>	
TOTAL DEGREE UNITS	68



COURSE DESCRIPTIONS

CHEM 1A - General Chemistry I

5 units • LG-P/NP • Total hours: 51 hours lecture; 102 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID CHEM 110; C-ID CHEM 120S with CHEM 1B]

Prerequisites: CHEM 2 or CHEM 30A or high school chemistry; and MATH 263 or high school intermediate algebra •

Enrollment limitation: Students are urged to complete both CHEM 1A and CHEM 1B at MPC. • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C; MPC, Area B

CHEM 1B - General Chemistry II

5 units • LG-P/NP • Total hours: 51 hours lecture; 102 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID CHEM 120S with CHEM 1A]

Prerequisites: CHEM 1A; and MATH 263 or high school intermediate algebra • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C

CHEM 2 - Fundamental Chemistry

4 units • LG-P/INP • Total hours: 51 hours lecture; 51 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. Portions of instruction offered online. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: High school algebra or MATH 261 • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: CHEM 2, CHEM 10 combined: maximum credit, 4 units; credit for either CHEM 2 or 30A; no credit for CHEM 2 or 10 or 30A if taken after CHEM 1A) • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C; MPC, Area B

CHEM 10 - Everyday Chemistry

4 units • LG-P/INP • Total hours: 51 hours lecture; 51 hours lab

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. Students are also provided fundamental laboratory examination of topics introduced in CHEM 10. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: CHEM 2, CHEM 10 combined: maximum credit, 4 units; no credit for CHEM 2 or 10 or 30A if taken after CHEM 1A) • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C; MPC, Area B

CHEM 12A - Organic Chemistry I

5 units • LG-P/INP • Total hours: 51 hours lecture; 102 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, kinetics, and reaction mechanisms. The laboratory teaches the skills necessary for laboratory investigations and procedures in organic chemistry, including instrumental analysis. Portions of instruction may be offered online; may also be offered fully online. [C-ID CHEM 150; C-ID CHEM 160S with CHEM 12B]

Prerequisite: CHEM 1B • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: credit for either CHEM 12A or 30B) • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C

CHEM 12B - Organic Chemistry II

5 units • LG-P/INP • Total hours: 51 hours lecture; 102 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID CHEM 160S with CHEM 12A]

Prerequisite: CHEM 12A • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C

**CHEM 30A - Introductory Chemistry for Health Sciences**

4 units • LG • Total hours: 51 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: High school algebra or MATH 260 or MATH 261 • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: credit for either CHEM 2 or 30A; no credit for CHEM 2 or 10 or 30A if taken after CHEM 1A) • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C; MPC, Area B

CHEM 30B - Organic and Biological Chemistry for Health Sciences

4 units • LG • Total hours: 51 hours lecture; 51 hours lab

This is the second semester of a two-course 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. It does not meet chemistry requirements for pre-medicine, pre-dentistry, or laboratory technician majors. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: CHEM 30A • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: credit for either CHEM 12A or 30B) • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C

Communication Studies

PROGRAMS OF STUDY

- **Communication Studies**
- Associate in Arts for Transfer Degree
- **Communication**
- Certificate of Achievement



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 Major Requirements	Units
REQUIRED CORE:	9
SPCH 1 Public Speaking (3)	
SPCH 2 Small Group Communication (3)	
SPCH 3 Interpersonal Communication (3)	
LIST A: Select two courses from the following:	6
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)	
LIST B: Select one course from the following:	3
Any List A course not already selected	
ENGL 2 Argumentative Writing and Critical Thinking (3)	
PSYC 1 General Psychology (3)	
SOCI 1 Introduction to Sociology (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 70-73).	
TOTAL DEGREE UNITS	60



Communication - Certificate of Achievement

The Communication Certificate of Achievement, earned by students who complete 18 units/6 classes of Speech Communication, Communications, Business and/or English coursework, will inform employers and professional institutions that you have received specialized training in written and oral communication. The program provides students with an opportunity to learn skills that will increase their ability to communicate through the written word, as well as with others in interpersonal, small group, public speaking and/or mass media settings.

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

- Apply communication theory and principles to a variety of interpersonal, small group, and public speaking situations.
- Create and present messages appropriate to audience, purpose, and contexts.
- Accomplish personal communicative goals.
- Apply ethical communication principles and practices.

Certificate of Achievement Requirements	Units
REQUIRED CORE:	9
SPCH 1 Public Speaking (3)	
SPCH 2 Small Group Communication (3)	
SPCH 3 Interpersonal Communication (3)	
Select three courses from the following:	9
BUSI 70 Business Communication (3)	
COMM 5 Mass Media Methods (3)	
ENGL 1A College Composition (3)	
SPCH 4 Intercultural Communication (3)	
SPCH 5 Oral Interpretation of Literature (3)	
SPCH 10 Introduction to Communication Theory (3)	
TOTAL CERTIFICATE UNITS	18

COURSE DESCRIPTIONS

Communication Studies

COMM 5 - Mass Media Methods

3 units • LG-P/NP • Total hours: 51 hours lecture

Survey of mass communication and the interrelationships of media with society including history, structure and trends in a digital age. 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area C, D

COMM 7 - News Writing Workshop

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area C

COMM 35 - Introduction to Nonverbal Communication

3 units • LG-P/NP • Total hours: 51 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 LING 35; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; MPC, Area C, D, E1

Speech Communication

SPCH 1 - Public Speaking

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID COMM 110]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area A1; IGETC, Area 1C; MPC, Area A2

SPCH 2 - Small Group Communication

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID COMM 140]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area A1; IGETC, Area 1C; MPC, Area A2

SPCH 3 - Interpersonal Communication

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID COMM 130]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area A1; MPC, Area A2

SPCH 4 - Intercultural Communication

3 units • LG-P/NP • Total hours: 51 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. The course will address theory and knowledge of effective communication within and between cultures, as well as the diversity of groups within the larger American culture. Portions of instruction may be offered online; may also be offered fully online. [C-ID COMM 150]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area C, D, F

SPCH 5 - Oral Interpretation of Literature

3 units • LG-P/NP • Total hours: 51 hours lecture

This course is 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 literature and interpretive performance. Emphasis is placed on the study of literary genres (prose, poetry, and drama), styles of composition, editing techniques, and performance skills. Portions of instruction may be offered online; may also be offered fully online. [C-ID COMM 170]

Prerequisite: ENGL 1A • Advisory: ENGL 1B • Credit transferable: CSU, UC • GE Credit: CSU, Area C1, C2; MPC, Area C

SPCH 10 - Introduction to Communication Theory

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID COMM 180]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

Computer Science and Information Systems

PROGRAMS OF STUDY

- **Basic IT Operations Essentials**
- Certificate of Achievement
- **Cisco Certified Network Associate (CCNA)**
- Certificate of Achievement
- **Computer Networking and Security**
- Associate in Science Degree
- Certificate of Achievement
- **Computer Programming and Game Design Fundamentals**
- Certificate of Training
- **Computer Science**
- Associate in Science for Transfer Degree
- **Cybersecurity Skills**
- Certificate of Achievement
- **IT Computer Retail Sales and Support**
- Certificate of Achievement
- **Microsoft Operating Systems Skills**
- Certificate of Achievement
- **Software Development**
- Certificate of Achievement



Basic IT Operations Essentials - Certificate of Achievement

This certificate of achievement has been designed with input from an industry partner. The purpose of this certificate is to develop the knowledge and skills necessary to execute essential IT operations. Upon completion of these courses, the student will have the skills necessary to be able to acquire either an entry level help desk position at the beginning of their career, or a mid-level position, if they have existing relevant business operations experience within the organization. In addition, students who complete the certificate will be prepared to sit for the following industry recognized certifications: CompTIA Security+, Project+, and ITIL v4.

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

- Identify areas of Information Technology field, and how they relate to each other and support business.
- Apply basic project management techniques and obtain the Project+ industry certification.
- Apply ITIL techniques for managing IT processes and delivering value to business, while gaining knowledge necessary to acquire the ITIL Foundation industry certification.
- Use cyber security knowledge and tools to assure a secure computing environment in their organization, while also preparing for the Security+ industry certification.

Certificate of Achievement Requirements		Units
CSIS 1	Computer Information Systems	3
CSIS 81	ITIL Essentials	1
CSIS 86	Network Security Fundamentals/Security+ Prep	3
CSIS 98	Project Development	2
TOTAL CERTIFICATE UNITS		9

Cisco Certified Network Associate (CCNA) - Certificate of Achievement

This Certificate of Achievement prepares the student to take the Cisco Certified Network Associate (CCNA) industry certification exam.

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

- Configure and manage a network of routers and switches.

Certificate of Achievement Requirements		Units
CSIS 76A	Cisco Certified Network Associate (CCNA) 1	3
CSIS 76B	Cisco Certified Network Associate (CCNA) 2	3
CSIS 76C	Cisco Certified Network Associate (CCNA) 3	3
TOTAL CERTIFICATE UNITS		9

Computer Networking and Security

- *Certificate of Achievement*

- *Associate in Science Degree*

The Computer Networking and Security program prepares students for employment in the Information Technology (IT) sector, including positions in information security administration, Microsoft system administration, network administration, and technical support. It also prepares students for CCNA v7 certification through the Cisco Certified Network Academy, CompTIA Security+ certification, and the Microsoft Client Windows 10 and Windows Server certification.

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.
- Implement and configure Cisco switches to perform local area network switching.
- Implement and configure security on local and wide area networks.
- Implement and configure UNIX systems to obtain and provide network services.
- Configure and manage a Microsoft Windows Server and Client.
- Install and configure settings in a Windows 10 client operating system including configuring storage and security, managing data access, configuring applications, network connectivity, and recovery options.

Certificate of Achievement Requirements	Units
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REQUIRED CORE:	24
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CSIS 72A	Managing and Maintaining Windows Server (3)	
CSIS 76A	Cisco Certified Network Associate (CCNA) 1 (3)	
CSIS 76B	Cisco Certified Network Associate (CCNA) 2 (3)	
CSIS 76C	Cisco Certified Network Associate (CCNA) 3 (3)	
CSIS 80	Introduction to UNIX and Linux (3)	
CSIS 83A	Microsoft Client Operating System (3)	
CSIS 86	Network Security Fundamentals/Security+ Prep (3)	
CSIS 89	CCNA Cyber Operations (Cyber Ops) (3)	

TOTAL CERTIFICATE UNITS	24
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Associate in Science Degree Major Requirements	Units
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Certificate Requirements (as described above)	24
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Select one course from the following:	1-4
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BUSI 70	Business Communication (3)	
CSIS 9	Programming Fundamentals: Python (3)	
CSIS 51C	Database Processing (3)	
CSIS 75	Introduction to Computer Hardware/A+ Prep (4)	
CSIS 77	Web Design and Publishing (3)	
CSIS 81	ITIL Essentials (1)	
CSIS 87	Computer Forensics (3)	
CSIS 88	Security Practices: Penetration Testing and Discovery (3)	
CSIS 98	Project Development (2)	

TOTAL MAJOR UNITS	25-28
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Associate Degree Requirements (as described above)	25-28
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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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 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

TOTAL CERTIFICATE UNITS	15
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Program Requirements, Courses and Learning Outcomes

Computer Science

- Associate in Science for Transfer Degree

The Associate in Science in Computer Science for Transfer degree (AS-T in Computer Science) provides students with sufficient understanding of computer science concepts, skills, and applications to attain upper division status in computer science at a California State University, majoring in computer science, software engineering, or game programming. Successful completion of the Associate in Science in Computer Science for Transfer degree (AS-T in Computer Science) 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 preparation to pursue a career in the field of computer science. 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:

- Design, implement, test, and debug a program using structured and object-oriented design principles.
- Write programs that use data structures such as arrays, records, strings, linked lists, stacks, queues, trees, and hash tables.
- Write programs in assembly language.
- Use formal tools of symbolic logic to model real-life situations, including those arising in computing contexts.

Associate in Science for Transfer Degree Major Requirements		Units
REQUIRED CORE:		30
CSIS 10A	Programming Methods I: Java (4)	
CSIS 10B	Programming Methods II: Java (4)	
CSIS 11	Computer Architecture and Organization (3)	
CSIS 12	Discrete Structures (3)	
MATH 20A	Calculus with Analytic Geometry I (4)	
MATH 20B	Calculus with Analytic Geometry II (4)	
PHYS 3A	Science and Engineering Physics I (4)	
PHYS 3B	Science and Engineering Physics I (4)	
TOTAL MAJOR UNITS		30
Associate Degree Requirements (as described above)		30
<i>Complete IGETC pattern for a total of 60 transferable units (see pages 70-73).</i>		
TOTAL DEGREE UNITS		60



Cybersecurity Skills

- Certificate of Achievement

This Certificate of Achievement will provide students with skills in cybersecurity and the preparation necessary to undertake the following certification exams: CompTIA Security+, EC-Council Certified Ethical Hacker (CEH), and CCNA Cyber Ops.

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

- Install and configure basic routing and switching elements.
- Collect and analyze data to uncover attacks and malware.
- Learn attacks, security policy, encryption, access control, PKI, authentication, and cryptography.
- Comprehend concepts of system vulnerability assessment, penetration testing, exploits, and countermeasures.

Certificate of Achievement Requirements		Units
REQUIRED CORE:		15
CSIS 76A	Cisco Certified Network Associate (CCNA) 1 (3)	
CSIS 86	Network Security Fundamentals/Security+ Prep (3)	
CSIS 87	Computer Forensics (3)	
CSIS 88	Security Practices: Penetration Testing and Discovery (3)	
CSIS 89	CCNA Cyber Operations (Cyber Ops) (3)	
TOTAL CERTIFICATE UNITS		15

IT Computer Retail Sales and Support - Certificate of Achievement

The IT Computer Retail Sales and 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 Achievement Requirements		Units
BUSI 20	Introduction to Business or BUSI 70 - Business Communication (3)	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
TOTAL CERTIFICATE UNITS		16

Microsoft Operating Systems Skills - Certificate of Achievement

Microsoft Operating Systems Skills Certificate of Achievement will prepare students for the Microsoft Windows Operating System Fundamentals and Administering Windows Server 2012 certification exams.

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

- Install, configure, and administer a Windows client operating system environment.
- Install, manage, and maintain a Windows server environment.

Certificate of Achievement Requirements		Units
CSIS 72A	Managing and Maintaining Windows Server	3
CSIS 76A	Cisco Certified Network Associate (CCNA) 1	3
CSIS 83A	Microsoft Client Operating System	3
TOTAL CERTIFICATE UNITS		9



Software Development - Certificate of Achievement

This certificate prepares students with practical skills in computer programming and software development, suitable for entry-level employment in a number of areas where new software is needed. Students master the fundamentals of programming in both structured and object-oriented contexts across several different languages; work with techniques of abstraction, algorithms, and data structures; and develop readable, maintainable, and efficient moderately sized programming solutions. Some students may find this a suitable path to further academic study in Computer Science or Computer Engineering.

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

- Write programs that use each of the following data structures: arrays, records, strings, linked lists, iterators, stacks, queues, maps and hash tables.
- Write software within an object-oriented design framework, specifying and implementing simple classes.
- Summarize the evolution of programming languages illustrating how this history has led to the paradigms available today.
- Compare and contrast object-oriented analysis and design with structured analysis and design.

Certificate of Achievement Requirements		Units
REQUIRED CORE:		15
CSIS 9	Programming Fundamentals: Python (3)	
CSIS 10A	Programming Methods I: Java (4)	
CSIS 10B	Programming Methods II: Java (4)	
CSIS 10C	Programming Methods I.5: C and C++ (4)	
Select one course from the following:		2-3
CSIS 51C	Database Processing (3)	
CSIS 77	Web Design and Publishing (3)	
CSIS 98	Project Development (2)	
TOTAL CERTIFICATE UNITS		17-18

Program Requirements, Courses and Learning Outcomes

COURSE DESCRIPTIONS

CSIS 1 - Computer Information Systems

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ITIS 120]

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* MPC, Area A2

CSIS 9 - Programming Fundamentals: Python

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 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; completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* MPC, Area A2

CSIS 10A - Programming Methods I: Java

4 units • LG-P/NP • Total hours: 68 hours lecture; 17 hours 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID COMP 122]

Advisories: CSIS 9; completion of or concurrent enrollment in ENGL 1A; MATH 263 • *Credit transferable:* CSU, UC • *GE Credit:* MPC, Area A2

CSIS 10B - Programming Methods II: Java

4 units • LG-P/NP • Total hours: 51 hours lecture; 51 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; completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

CSIS 10C - Programming Methods 1.5: C and C++

4 units • LG-P/NP • Total hours: 51 hours lecture; 51 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 • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

CSIS 11 - Computer Architecture and Organization

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 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; completion of or concurrent enrollment in ENGL 1A; eligibility for MATH 263 • *Credit transferable:* CSU, UC

CSIS 12 - Discrete Structures

3 units • LG • Total hours: 51 hours lecture; 17 hours lab

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. Portions of instruction may be offered online; may also be offered fully online. [C-ID COMP 152]

Prerequisites: CSIS 10A and MATH 13 • *Credit transferable:* CSU, UC

CSIS 50 - MS Office Applications

2 units • LG-P/NP • Total hours: 34 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.

Corequisite: CSIS 50L • *Credit transferable:* CSU •
GE Credit: MPC, Area E2 (with CSIS 50L)

CSIS 50L - MS Office Applications Lab

1 unit • LG-P/NP • Total hours: 51 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.

Corequisite: CSIS 50 • *Credit transferable:* CSU •
GE Credit: MPC, Area E2 (with CSIS 50)

CSIS 51C - Database Processing

3 units • LG-P/NP • Total hours: 34 hours lecture; 34 hours lab; 17 hours lab by arrangement

This introductory course to database management and design provides a solid, modern foundation in the fundamentals of database processing. Students are introduced to relational database fundamentals, database planning, design methodology, optimization, and normalization. Students also learn Structured Query Language (SQL), relational algebra concepts related to databases, and database and transaction security. This course helps prepare students for the CIW Database Design Specialist certification. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU

CSIS 72A - Managing and Maintaining Windows Server

3 units • LG • Total hours: 34 hours lecture; 51 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 70-740 certification exam. Portions of instruction may be offered online; may also be offered fully online.

Advisory: CSIS 83A • Credit transferable: CSU • GE Credit: MPC, Area E2

CSIS 75 - Introduction to Computer Hardware/A+ Prep

4 units • LG-P/NP • Total hours: 68 hours lecture; 17 hours 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. Portions of instruction may be offered online; may also be offered fully online.

Advisories: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

CSIS 76A - Cisco Certified Network Associate (CCNA) 1

3 units • LG • Total hours: 34 hours lecture; 68 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 three-part sequence to prepare for CCNA certification. Portions of instruction may be offered online; may also be offered fully online.

Advisories: CSIS 1; completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

CSIS 76B - Cisco Certified Network Associate (CCNA) 2

3 units • LG • Total hours: 34 hours lecture; 68 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 three-part sequence to prepare for CCNA certification. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: CSIS 76A • Credit transferable: CSU

CSIS 76C - Cisco Certified Network Associate (CCNA) 3

3 units • LG • Total hours: 34 hours lecture; 68 hours lab

This course introduces Dynamic routing and Access Control list (ACL) concepts and configurations. Students configure NAT, VPN and evaluate techniques for QoS, network security, design, troubleshooting and virtualization. This Cisco Academy course is the last of a three-part sequence to prepare for CCNA certification. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: CSIS 76B (or CSIS 177A) • Credit transferable: CSU

CSIS 77 - Web Design and Publishing

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 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: Completion of or concurrent enrollment in ENGL 1A; MATH 351 • Credit transferable: CSU

CSIS 80 - Introduction to Unix and Linux

3 units • LG-P/NP • Total hours: 51 hours lecture; 17 hours 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: CSIS 1 • Credit transferable: CSU, UC

CSIS 81 - ITIL Essentials

1 unit • LG-P/NP • Total hours: 17 hours lecture

This course provides students with a basic understanding of ITIL framework and how it can be used to enhance IT service management. Students learn to facilitate creation of value with customers and stakeholders. Material includes the guiding principles of ITIL, understanding of Lean, Agile, and DevOps and how they can deliver business value, and how to maintain this value and demand. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

CSIS 83A - Microsoft Client Operating System

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

CSIS 86 - Network Security Fundamentals/Security+ Prep

3 units • LG-P/NP • Total hours: 34 hours lecture; 68 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

Program Requirements, Courses and Learning Outcomes

CSIS 87 - Computer Forensics

3 units • LG-P/NP • Total hours: 51 hours lecture; 17 hours 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 • *GE Credit:* MPC, Area A2

CSIS 88 - Security Practices: Penetration Testing and Discovery

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 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 • *Advisories:* CSIS 76A and CSIS 80 and CSIS 83A and ENGL 1A • *Credit transferable:* CSU

CSIS 89 - CCNA Cyber Operations (Cyber Ops)

3 units • LG • Total hours: 34 hours lecture; 68 hours lab

This advanced cybersecurity course covers network security concepts, and techniques used in a Security Operations Center (SOC) to find threats on a network using a variety of popular security tools. The course covers the material required for students to take the CCNA Cisco Cybersecurity Operations certification exams. Portions of instruction may be offered online; may also be offered fully online.

Advisories: CSIS 86 and CSIS 177A; completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

CSIS 98 - Project Development

2 units • LG-P/NP • Total hours: 17 hours lecture; 51 hours lab

This course provides students experience in project development in a computer-related area of study. Students learn project conceptualization and selection strategies, assessing prior solutions, brainstorming, writing proposals, prototyping, schedule and resource allocation, overcoming obstacles, and assessing and reporting on final deliverables.

Credit transferable: CSU

CSIS 114 - Game Programming: Behind the Scenes

1 unit • LG-P/NP • Total hours: 14 hours lecture; 10 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.

Advisory: Eligibility for ENGL 111 or ENSL 11

CSIS 178A - Network Scaling Concepts

3 units • LG • Total hours: 34 hours lecture; 51 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 192 - Amazon Cloud Concepts

2 units • LG-P/NP • Total hours: 25.5 hours lecture; 25.5 hours lab

The course provides the knowledge and hands-on experience for a basic understanding of the AWS platform. Topics include account and group creation and account security. Students work on storage buckets and virtual cloud instances and learn the cost associated with different aspects of the AWS cloud. This is an entry-level cloud-introduction course and will prepare the student for the AWS certified Cloud Practitioner exam. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A

Cooperative Work Experience

COURSE DESCRIPTIONS

COOP Enrollment limitation: Current employment or internship placement is required to participate in any COOP course. An Online COOP Employer Information Form must be approved and filed with the COOP Office prior to registration.

COOP 91.1 - Administration of Justice Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.2 - Art Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.4 - Automotive Technology Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.6 - Biology Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.7 - Business Work Experience

.5-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.8 - Early Childhood Education Work Experience

.5-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.9 - Communications Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.10 - Computer Science and Information Systems Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.15 - Engineering Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

Program Requirements, Courses and Learning Outcomes

COOP Enrollment limitation: Current employment or internship placement is required to participate in any COOP course. An Online COOP Employer Information Form must be approved and filed with the COOP Office prior to registration.

COOP 91.17 - Fashion Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.18 - Fire Protection Technology Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.19 - World Languages Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.20 - Health Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.21 - Hospitality Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.25 - Marine Science and Technology Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.30 - Horticulture Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.31 - Physical Fitness Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.34 - Political Science Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.35 - Psychology Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2



COOP 91.37 - Social Science Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.38 - Gender and Women's Studies Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.39 - Human Services Work Experience

1-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 91.50 - Education Work Experience

.5-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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.

Credit transferable: CSU • GE Credit: MPC, Area E2

COOP 92 - General Cooperative Work Experience

.5-4 units • LG • 75 hours paid employment for each unit; or 60 unpaid work for each unit

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 adviser, 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.

Credit transferable: CSU • GE Credit: MPC, Area E2

Dance

PROGRAM OF STUDY

- **Dance**
- Associate in Arts Degree

Dance - Associate in Arts Degree

The Dance Associate in Arts degree program is designed to provide students with a wide variety of dance experience, technique, and theoretical knowledge. The curriculum includes courses in modern, jazz, ballet, ballroom, and ethnic dance along with opportunities to choreograph and perform while growing the student's appreciation of dance.

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 with an increasing level of proficiency.
- Identify the key components of dance and their influence on art and society.
- Work collaboratively and cooperatively in group choreography and dance performances.
- Improve fitness and wellness through participation in selected dance forms.

Associate in Arts Degree Major Requirements	Units
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REQUIRED CORE:	13.5-14
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- DANC 5 Dance Appreciation (3)
- DANC 10A Modern Dance I (1)
- DANC 10B Modern Dance II (1)
- DANC 11A Jazz Dance I (1)
- DANC 11B Jazz Dance II (1)
- DANC 11C Jazz Dance III (1)
- DANC 12A Ballet I (1)
- DANC 12B Ballet II (1)
- DANC 12C Ballet III (1)
- DANC 14A Ballroom Dance I (.5-1)
- DANC 15A Ethnic Dance Forms I (1)
- DANC 15B Ethnic Dance Forms II (1)

Select a minimum of four units from the following:	4
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- DANC 10C Modern Dance III (1)
- DANC 10D Modern Dance IV (1)
- DANC 11D Jazz Dance IV (1)
- DANC 12D Ballet IV (1)
- DANC 14B Ballroom Dance II (.5-1)
- DANC 14C Ballroom Dance III (.5-1)
- DANC 14D Ballroom Dance IV (.5-1)
- DANC 15C Ethnic Dance III (1)
- DANC 15D Ethnic Dance IV (1)
- DANC 19A Salsa Dance I (.5)
- DANC 19B Salsa Dance II (.5)
- DANC 19C Salsa Dance III (.5)
- DANC 19D Salsa Dance IV (.5)



- DANC 20A Dance Production – Modern Dance (1)
- DANC 20B Dance Production – Jazz (1)
- DANC 20C Dance Production – Ethnic Dance (1)
- DANC 20D Dance Production – Ballet (1)
- DANC 21 Introduction to Repertory – Jazz (1)
- KINS 63 Fitness Anatomy and Kinesiology (2)
- PFIT 21A Flexibility and Relaxation Techniques I (1)

Select one course from the following:	3
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- THEA 1 Introduction to Theatre (3)
- THEA 15A Acting I (3)
- THEA 23 Introduction to Stage Lighting (3)
- THEA 24 Fundamentals of Costume Design (3)
- MUSI 1 Music Appreciation (3)
- MUSI 2 Introduction to Broadway Musicals (3)
- MUSI 3 Introduction to Jazz and Pop (3)

TOTAL MAJOR UNITS	20.5-21
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Associate Degree Requirements (as described above)	20.5-21
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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COURSE DESCRIPTIONS

DANC 5 - Dance Appreciation

3 unit • LG • Total hours: 51 hours lecture

This lecture course provides exposure to historical and contemporary dance forms and their religious, social, cultural, and artistic qualities. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU • GE Credit: CSU, Area C1; MPC, Area C

DANC 10A - Modern Dance I

1 unit • LG-P/NP • Total hours: 68 hours lab

The beginning student develops the fundamentals of movement. Emphasis is placed on modern dance techniques, the exploration of time, space and energy. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 10B - Modern Dance II

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of Dance 10A. Students learn to move with freedom and control in more intermediate movement patterns. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 10A • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 10C - Modern Dance III

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of Dance 10B. Students learn to move with freedom and control in intermediate/advanced modern dance movement patterns. Class is geared to the intermediate advanced dancer. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 10B • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 10D - Modern Dance IV

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of Dance 10C. Students learn to move with freedom and control in advanced modern dance movement patterns. The class is geared to the advanced dancer. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 10C • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 11A - Jazz Dance I

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is an introduction to jazz dance. Students develop Jazz technique skills, including steps, phrases, body isolations, and various rhythmic patterns. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 11B - Jazz Dance II

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of Dance 11A. Students develop jazz dance skills in isolating movement working with jazz musical rhythms at the intermediate level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 11A • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 11C - Jazz Dance III

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of Dance 11B. Students develop style, performance, and the ability to learn new movements quickly, at the intermediate/advanced level of dance. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 11B • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 11D - Jazz Dance IV

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of Dance 11C. Students develop style, performance, and the ability to pattern new movements quickly at the advanced level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 11C • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 12A - Ballet I

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 12B - Ballet II

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of Dance 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 12A • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 12C - Ballet III

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of Dance 12C. 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 12B • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 12D - Ballet IV

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of Dance 12C. Emphasis is on improving line, pirouettes, beats, and choreography at an advanced level. Beginning pointe work is allowed with instructor's permission. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 12C • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

Program Requirements, Courses and Learning Outcomes



DANC 14A - Ballroom Dance I

.5-1 unit • LG-P/NP • Total hours: 68 hours lab per unit

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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 14B - Ballroom Dance II

.5-1 unit • LG-P/NP • Total hours: 68 hours lab per unit

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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: DANC 14A (or DANC 14) • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 14C - Ballroom Dance III

.5-1 unit • LG-P/NP • Total hours: 68 hours lab per unit

A continuation of DANC 14B. This course covers the study of various ballroom dances for singles and couples at an intermediate/advanced level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 14B • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 14D - Ballroom Dance IV

.5-1 unit • LG-P/NP • Total hours: 68 hours lab per unit

This course is a continuation of DANC 14C. It covers the study of various ballroom dances for singles and couples at an advanced level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 14C • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 15A - Ethnic Dance Forms I

1 unit • LG-P/NP • Total hours: 68 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. Current emphasis is Middle Eastern “belly” dance. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 15B - Ethnic Dance Forms II

1 unit • LG-P/NP • Total hours: 68 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. Current emphasis is Middle Eastern “belly” dance. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: DANC 15A (or DANF 15 or DANC 15) • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

DANC 15C - Ethnic Dance Forms III

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of DANC 15B. Students develop ethnic dance skills at an intermediate/advanced level. Students also gain additional knowledge of the history and cultural origins of the dance form. Current emphasis is Middle Eastern “belly” dance. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: DANC 15B (or DANF 15B) • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area E; MPC, Area E1

DANC 15D - Ethnic Dance Forms IV

1 unit • LG-P/NP • Total hours: 68 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. Current emphasis is Middle Eastern “belly” dance. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: DANC 15C (or DANF 15C) • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area E; MPC, Area E1

DANC 19A - Salsa Dance I

.5 unit • LG-P/NP • Total hours: 34 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. Portions of instruction will be offered online; may also be offered fully online.

Credit transferable: CSU, UC • *GE Credit:* CSU, Area E; MPC, Area E1

DANC 19B - Salsa Dance II

.5 unit • LG-P/NP • Total hours: 34 four hours lab

This course is a continuation of DANC 19A. Students learn salsa dance styles, phrases, and cultural aspects at the intermediate level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 19A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area E; MPC, Area E1

DANC 19C - Salsa Dance III

.5 unit • LG-P/NP • Total hours: 34 hours lab

This course is a continuation of DANC 19B. Students learn salsa dance styles, phrases, and cultural aspects at the intermediate/advanced level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 19B • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area E; MPC, Area E1

DANC 19D - Salsa Dance IV

.5 unit • LG-P/NP • Total hours: 34 hours lab

This course is a continuation of DANC 19C. Students learn salsa dance styles, phrases, and cultural aspects at the advanced level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DANC 19C • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area E; MPC, Area E1

DANC 20A - Dance Production – Modern Dance

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC

DANC 20B - Dance Production – Jazz

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC

DANC 20C - Dance Production – Ethnic Dance

1 unit • LG-P/NP • Total hours: 68 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 options include costuming, lighting, and backstage work. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC

DANC 20D - Dance Production – Ballet

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC

DANC 21 - Introduction to Repertory – Jazz

1 unit • LG-P/NP • Total hours: 68 hours lab

Students learn and rehearse complete jazz dances and improve skills such as memory, mental rehearsal, and projection. This class focuses on dances in the jazz style. Dances are performed in dance concert. Portions of instruction may be offered online; also may be offered fully online.

Credit transferable: CSU, UC • *GE Credit:* CSU, Area E; MPC, Area E1

Dental Technology

PROGRAMS OF STUDY

- **Dental Assisting**
- Associate in Science Degree
- Certificate of Achievement
- **Pre-Dental Hygiene**
- Associate in Science Degree

Dental Assisting

- Certificate of Achievement
- Associate in Science Degree

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 Requirements **Units**

REQUIRED CORE: **27**

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 (2.5)
DNTL 115	Dental Specialties (2.5)
DNTL 116	Supervised Clinical Experience (5)

TOTAL CERTIFICATE UNITS **27**

Associate Degree Requirements (as described above) **27**

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS **60**

Pre-Dental Hygiene

- Associate in Science Degree

This program is designed to prepare students for transfer into Dental Hygiene programs. Students are encouraged to review unique admissions requirements for individual transfer institutions.

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 Science Degree Major Requirements **Units**

REQUIRED CORE:

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 Chemistry for Health Sciences (4)
CHEM 30B	Organic and Biological Chemistry 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 a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS **60**

COURSE DESCRIPTIONS

DNTL 90 - Independent Study

.5-4 units • LG-P/INP • Total hours: 51 hours lab per unit by arrangement

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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

DNTL 100 - Orientation to Dental Careers

2 units • LG • Total hours: 34 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. Portions of instruction may be offered online; may also be offered fully online.

GE Credit: MPC, Area E2

**DNTL 101 - Dental Anatomy**

2 units • LG • Total hours: 34 hours lecture

This course covers anatomy of the head and neck, oral physiology, dental embryology, histology, and tooth morphology. Portions of instruction may be offered online; may also be offered fully online.

DNTL 102 - Chairside Assisting I

3 units • LG • Total hours: 34 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite or corequisite: DNTL 100

DNTL 103 - Radiography for Dental Assistants

2 units • LG • Total hours: 102 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 • Total hours: 34 hours lecture; 51 hours lab

This course builds on chairside skills learned in DNTL 102. Emphasis is on local anesthetic procedures, hand and rotary instruments, dental cements, amalgam and composite materials, rubber dam instrumentation, cavity preparation principles and patient management. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite or corequisite: DNTL 100 and 102

DNTL 105 - Dental Health Science

2 units • LG • Total hours: 34 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. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: DNTL 100

DNTL 107 - Coronal Polish

.5 unit • LG • Total hours: 28 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: DNTL 100, 102, 103, 104

Program Requirements, Courses and Learning Outcomes

DNTL 108 - Pit and Fissure Sealants

.5 unit • LG • Total hours: 28 hours lab

In this course, students learn the proper application of pit and fissure sealants for prevention of dental caries. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites or corequisites: DNTL 100, 102, 104, and 107

DNTL 111 - Dental Pharmacology and Oral Pathology

2 units • LG • Total hours: 34 hours lecture

This course describes the drugs, or pharmaceuticals, typically used in the dental field with a focus on the materials and equipment used to anesthetize patients, manage post-injection complications, and complete emergency procedures. Oral lesion and diseases affecting the oral and maxillofacial regions are also described. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DNTL 100

DNTL 112 - Office Management

2.5 units • LG • Total hours: 34 hours lecture; 25.5 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: DNTL 100

DNTL 115 - Dental Specialties

2.5 units • LG • Total hours: 32 hours lecture; 40 hours lab

This course covers 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: DNTL 100, 102, 103, 104 •

Prerequisites or corequisites: DNTL 107, 108

DNTL 116 - Supervised Clinical Experience

5 units • LG • Total hours: 8.5 hours lecture; 239 hours clinical experience

Under the direct supervision of dentists at clinics and private offices, students practice working as part of the complete dental team. Students develop a professional attitude in all phases of dental assisting, refine their skills and practice using 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: DNTL 100, 102, 103, and 104



DNTL 215 - Registered Dental Assisting Review/Preparation

3 units • P/NP • Total hours: 51 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

Early Childhood Education

PROGRAMS OF STUDY

- **Associate Teacher**
- Certificate of Achievement
- **Early Childhood Education**
- Associate in Science for Transfer
- Associate in Science Degree
- Certificate of Achievement



Associate Teacher - Certificate of Achievement

The Associate Teacher Certificate is designed to prepare students to become effective teachers for young children between 0 and 5 years of age, and meets entry-level professional requirements for employment in some licensed early childhood programs. The Associate Teacher Certificate also fulfills the coursework requirements to be an Associate Teacher in the California 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.
- Demonstrate knowledge of the foundations of teaching and learning through curriculum for young children, including dual-language learners and children with special needs.

Certificate of Achievement Requirements		Units
ECED 1	Child Growth and Development	3
ECED 51	Principles and Practices of Teaching Young Children	3
ECED 55	Child, Family, and Community	3
ECED 80	Introduction to Curriculum	3
TOTAL CERTIFICATE UNITS		12



Early Childhood Education - Associate in Science for Transfer Degree

The Early Childhood Education program leads to an Early Childhood Education Certificate of Achievement, 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 Degree Major Requirements		Units
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 72-73).

TOTAL DEGREE UNITS **60**

Program Requirements, Courses and Learning Outcomes

Early Childhood Education

- *Certificate of Achievement*

- *Associate in Science Degree*

The Early Childhood Education program leads to an Early Childhood Education Certificate of Achievement, 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:

- Use fundamental child development theories and principles, encompassing children's physical, intellectual, social, and emotional development including contexts that influence children to plan for all children's developmental needs from both an individualized and group perspective.
- Identify, develop, and implement developmentally appropriate teaching practices and curriculum in the areas of math, science, creative art, small motor development, language/literature/literacy, social studies, large motor development, music/movement, health/safety/nutrition, creativity, and problem-solving skills, including healthy, safe, inclusive environments that positively guide and enhance all children's development, including dual-language learners and children with special needs.
- Develop positive, supportive relationships with children in order to plan for groups and individual children using a relational, play-based collaborative approach including knowledge and strategies of honoring and working with diverse children, families and communities.
- 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.

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 Requirements Units

REQUIRED CORE: 25

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 62A	Infant and Toddler Development (3)
ECED 62B	Care and Education for Infants and Toddlers (3)
ECED 74	Working with Children and Families Impacted by Stress and Trauma (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)

TOTAL CERTIFICATE UNITS 31

Associate in Science Degree Major Requirements Units

Certificate of Achievement Requirements (as described above) 31

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60

COURSE DESCRIPTIONS

ECED 1 - Child Growth and Development

3 units • LG-P/NP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D, E; IGETC, Area 4; MPC, Area D

ECED 2 - Observation and Assessment

3 units • LG-P/INP • Total hours: 51 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/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

ECED 51 - Principles and Practices of Teaching Young Children

3 units • LG-P/INP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

ECED 52 - Practicum: Field Teaching Experience

4 units • LG • Total hours: 34 hours lecture; 102 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/INP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4; MPC, Area D

ECED 56 - Teaching in a Diverse Society

3 units • LG-P/INP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area D; MPC, Area D, F

ECED 61 - Health, Safety and Nutrition for the Young Child

3 units • LG-P/INP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *GE Credit:* MPC, Area E1

ECED 62A - Infant and Toddler Development

3 units • LG • Total hours: 51 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 • Total hours: 51 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

Program Requirements, Courses and Learning Outcomes

ECED 63A - Introduction to Children with Special Needs

3 units • LG • Total hours: 51 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, UC

ECED 63B - Curriculum and Strategies for Children with Special Needs

3 units • LG • Total hours: 51 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.

Prerequisite: ECED 63A • *Credit transferable:* CSU

ECED 71A - Admin I: Programs in Early Childhood Ed

3 units • LG-P/NP • Total hours: 51 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) • *Advisory:* Completion of or concurrent enrollment in ENGL 1A; MATH 261 • *Credit transferable:* CSU • *GE Credit:* MPC, Area E2

ECED 71B - Admin II: Personnel and Leadership in Early Childhood Ed

3 units • LG-P/NP • Total hours: 51 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 • Total hours: 34 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 • *GE Credit:* MPC, Area E2

ECED 74 - Working with Children and Families Impacted by Stress and Trauma

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

ECED 80 - Introduction to Curriculum

3 units • LG-P/NP • Total hours: 51 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]

Advisory: Eligibility for ENGL 111 or ENSL 11 • *Credit transferable:* CSU

ECED 81 - Creativity in Art and Small Motor Development

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

ECED 82 - Science and Math Curriculum

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites or corequisites: ECED 1 (or CHDV 1) • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

ECED 83 - Large Motor Development: Music and Movement for Young Children

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

ECED 84 - Language and Literacy Curriculum

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

Economics

PROGRAMS OF STUDY

- Economics**

- Associate in Arts for Transfer Degree
- Associate in Arts Degree



Economics - Associate in Arts for Transfer Degree

The Associate in Arts in Economics for Transfer degree (AA-T in Economics) program 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 Degree Major Requirements

REQUIRED CORE: 14

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 (4)

LIST A: Select one course from the following: 3-4

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 (4)

LIST B: Select one course from the following: 3-4

Any List A course not already selected	
MATH 20C	Calculus of Several Variables (4)
MATH 31	Linear Algebra (4)

TOTAL MAJOR UNITS 21-22

Associate Degree Requirements (as described above) 21-22

Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS 60

Economics - Associate in Arts Degree

The Economics Associate in Arts is designed to prepare students for transfer into a baccalaureate degree in economics from an institution that offers a broader Political Economy or Social Science perspective to economics. Students planning to transfer to the CSU or UC system should consider the Economics Associate in Arts for Transfer (Economics AA-T) degree. Please review the description of that program in the MPC Catalog for more information.

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 Degree Major Requirements

REQUIRED CORE: 10

ECON 2	Principles of Economics: Macro (3)
ECON 4	Principles of Economics: Micro (3)
MATH 16	Elementary Statistics (4)

Select one course from the following: 4

MATH 18	Calculus and Analytic Geometry for Bio/Soc Sci/Business (4)
MATH 20A	Calculus with Analytic Geometry I (4)

Select two courses from the following: 6-7

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)

TOTAL MAJOR UNITS 20-21

Associate Degree Requirements (as described above) 20-21

Contact an MPC counselor for major preparation at specific institutions.

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60

COURSE DESCRIPTIONS

ECON 1 - The American Economic System

3 units • LG-P/INP • Total hours: 51 hours lecture

This is a basic survey of the American economic system, focusing on current economic issues. It is intended for those who desire a less intensive survey than ECON 2 or 4. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: no credit if taken after ECON 2 or 4) • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D



ECON 2 - Principles of Economics: Macro

3 units • LG-P/NP • Total hours: 51 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 high school algebra • *Advisory:* Completion of or concurrent enrollment in ENGL 1A; MATH 263 • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4; MPC, Area D

ECON 4 - Principles of Economics: Micro

3 units • LG-P/NP • Total hours: 51 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 high school algebra • *Advisory:* Completion of or concurrent enrollment in ENGL 1A; MATH 263 • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4; MPC, Area D

Education

PROGRAM OF STUDY

- **Elementary Teacher Education**
- Associate in Arts for Transfer Degree



Elementary Teacher Education - Associate in Arts for Transfer Degree

The Associate in Arts in Elementary Teacher Education for Transfer (A.A.-T in Elementary Teacher Education) is intended for students who plan to transfer to a CSU and complete a Liberal Studies degree and a Multiple Subject Teaching Credential to prepare them for elementary school teaching. It is a highly interdisciplinary program that meets state guidelines to prepare students to begin their path toward becoming elementary school teachers. Students completing the Associate in Arts in Elementary Teacher Education for Transfer (A.A.-T in Elementary Teacher Education) are guaranteed admission to the CSU system, but not to a particular campus or major. Students who successfully complete the AA-T in Elementary Teacher Education earn specific guarantees for transfer to the CSU system: admission to a CSU with junior status and priority admission to a CSU campus and to a program or major in Education or a similar major. Students transferring to a CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

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

- Demonstrate knowledge of theoretical literature related to education in literacy, science, social studies and math.
- Explain how to examine and evaluate methods of instruction and curriculum for K-12 students.
- Explain how to use assessment data and relevant cultural competency to teach students from diverse backgrounds.

Associate in Arts for Transfer Degree Major Requirements

REQUIRED CORE: 43-45

BIOL 10	Principles of Biology (4)
ECED 1	Child Growth and Development (3)
EDUC 1	Introduction to Teaching and Education (2) and EDUC 1L - Education Service Learning Lab (1)
ENGL 1A	College Composition (3) or ENGL 1AE College Composition: Enhanced (5)
ENGL 1B	Introduction to Literature (3)
GEOG 5	World Regional Geography (3)
GEOL 12	Earth Ocean Climate: Introduction to Earth Science (3) and GEOL 12L - Earth Ocean Climate: Intro to Earth Science Lab (1)
HIST 7	World History to 1500 (3)
HIST 17	United States History to 1877 (3)
MATH 12	Number Systems (4)
PHYS 12	Integrated Physics and Chemistry (4)
POLS 1	Introduction to American Government and Politics (3)
SPCH 1	Public Speaking (3)

LIST A: 3

ENGL 2	Argumentative Writing and Critical Thinking (3)
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LIST B: Select one course from the following: 3

ARTB 10	Survey of the Arts (3)
ARTH 1	Art Appreciation (3)
MUSI 1	Music Appreciation (3)
THEA 1	Introduction to Theatre (3)

LIST C: Select up to 11 units from the following, if needed, based on transfer institution requirements: 0-11

Any List B course not already selected	
ASTR 10	Introduction to Astronomy (3) and ASTR 10L - Introduction to Astronomy Laboratory (1)
ETNC 10	Introduction to Social Justice (3)
HIST 15	History of California (3)
HIST 18	United States History from 1865 (3)
HLTH 4	Healthy Living (3)
OCEN 2	Introductory Oceanography (3) and OCEN 2L - Introductory Oceanography Lab (1)
PSYC 1	General Psychology (3)

TOTAL MAJOR UNITS 49

Associate Degree Requirements (as described above) 49

Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS 60

Program Requirements, Courses and Learning Outcomes

COURSE DESCRIPTIONS

EDUC 1 - Introduction to Teaching and Education

2 units • LG • Total hours: 34 hours lecture

This course introduces students to concepts and issues related to teaching in today's diverse schools. It examines assumptions about teaching and learning, as well as learning theory and curriculum. It covers the historical and philosophical foundations of the American educational system and contemporary K-12 education issues such as California's content standards and teacher performance standards. Portions of instruction may be offered online; may also be offered fully online. [C-ID EDUC 200 with EDUC 1L]

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* MPC, (with EDUC 1L) Area D, E2

EDUC 1L - Education Service Learning Lab

1 unit • LG • Total hours: 51 hours lab

This course provides a service learning opportunity for students interested in exploring careers in K-12 education. It requires a minimum of 51 hours of structured fieldwork in public school classrooms that represent California's diverse student population, and includes cooperation with at least one campus-approved certificated classroom teacher. The course is also for students transferring to four-year institutions that accept Service Learning/Work Experience Education. Portions of instruction may be offered online; may also be offered fully online. [C-ID EDUC 200 with EDUC 1]

Prerequisite or Corequisite: EDUC 1 • *Credit transferable:* CSU, UC •
GE Credit: MPC, (with EDUC 1) Area D, E2

EDUC 2 - Critical Thinking and Public Education

3 units • LG-P/NP • Total hours: 51 hours lecture

This course offers an introduction to critical thinking and analysis of historical, contemporary, and global views of public education. It covers development of seminar skills, including preparation of analytical essays and oral presentations and examination of models and techniques of reasoning applied to issues in education. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: ENGL 1A • *Credit transferable:* CSU, UC •
GE Credit: MPC, Area A2, D

EDUC 3/403 - Technology in the Classroom

1 unit / 0 units • LG-P/NP / NC • Total hours: 17 hours lecture

This course introduces and extends knowledge in the area of technology in the classroom. It is designed for community college faculty and K-12 teachers. It will examine the use and implementation of current classroom technology and explore other available technologies and how they fit into a class's curriculum. Portions of instruction may be offered online; may also be offered fully online.

Credit Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU



EDUC 5 - Increasing Student Engagement

1 unit • LG-P/NP • Total hours: 17 hours lecture

This course helps promote learning and finding ways to increase student engagement in both synchronous and asynchronous class sessions. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU

EDUC 404 - CBEST Preparation

0 units • NC • Total hours: 17 hours lecture

This course prepares future teachers and substitutes for passing the California Basic Educational Skills Test (CBEST). Portions of instruction may be offered online; may also be offered fully online.

EDUC 405 - Increasing Student Engagement

0 units • NC • Total hours: 17 hours lecture

This course helps students learning to be teachers to promote learning and find ways to increase student engagement in both synchronous and asynchronous class sessions. Portions of instruction may be offered online; may also be offered fully online.

Emergency Medical Services

PROGRAMS OF STUDY

- **Basic EMS and Fire Training**
- *Certificate of Achievement*
- **Emergency Medical Technician 1: Basic Training**
- *Certificate of Achievement*
- *Certificate of Completion (Noncredit)*
- **Paramedic**
- *Associate in Science Degree*
- *Certificate of Achievement*

Basic EMS and Fire Training - *Certificate of Achievement*

The Basic EMS and Fire Training Certificate of Achievement provides the student with a basic understanding of the emergency medical and fire services careers. Coursework includes emergency medical technician instruction and an introduction to the basic fire academy.

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.
- Conduct a self-assessment determining ability to complete the physical and aptitude for the basic Firefighter I Academy.
- 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 Achievement Requirements		Units
EMMS 170A	Emergency Medical Technician 1: Basic Training	7
EMMS 170B	Emergency Medical Technician 1: Basic Training Application	2
FPTC 101	Introduction to Basic Firefighter I Academy	3
TOTAL CERTIFICATE UNITS		12

Emergency Medical Technician 1: Basic Training - *Certificate of Achievement*

The Emergency Medical Technician 1: Basic Training Certificate of Achievement 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 Achievement Requirements		Units
EMMS 170A	Emergency Medical Technician 1: Basic Training	7
EMMS 170B	Emergency Medical Technician 1: Basic Training Application	2
TOTAL CERTIFICATE UNITS		9

Emergency Medical Technician 1: Basic Training - *Noncredit Certificate of Completion*

The Emergency Medical Technician 1: Basic Training Certificate of Completion 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:

- Define the roles, responsibilities, and limitations 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 Completion Requirements		Units	Hours
EMMS 470A	Emergency Medical Technician 1: Basic Training	0	136
EMMS 470B	Emergency Medical Technician 1: Basic Training Application	0	68
TOTAL CERTIFICATE HOURS		0	204

Program Requirements, Courses and Learning Outcomes



Paramedic

- Certificate of Achievement
- Associate in Science Degree

The objective of this degree is to train students with the necessary cognitive, psychomotor, and affective behaviors to provide advanced life support in the prehospital setting and to provide the necessary coursework to be licensed in the State of California and nationally certified. This program offers a comprehensive and in-depth study of advanced life support skills which include pharmacology, advanced airway management procedures and skills, ECG interpretation and electrical therapy for specified cardiac patients. Associate degree recipients may see improved opportunity for managerial, clinical or educational advancement after sufficient field experience is obtained.

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

- Exhibit proficiency in all technical skills required of emergency medical care and transportation of critical and emergent patients.
- Demonstrate professional attitudes and ethical behaviors consistent with the expectations of the profession, area employers and the local medical community.
- Demonstrate competency in all areas outlined in the National Registry of Emergency Medical Technician cognitive and psychomotor examinations.

Certificate of Achievement Requirements		Units
EMMS 30	Paramedic - Core	11 - 14
EMMS 31	Paramedic - Clinical	4 - 7.5
EMMS 32	Paramedic - Internship	12.5 - 18.5
TOTAL CERTIFICATE UNITS		27.5 – 40

Associate in Science Degree Major Requirements		Units
Certificate of Achievement Requirements (as described above)		27.5 – 40
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>		
TOTAL DEGREE UNITS		60

COURSE DESCRIPTIONS

NOTE for EMMS 30-32: 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 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 with anatomy, familiarity with scene size-ups, knowledge of patient care, familiarity with trauma patients, familiarity with documentation techniques, familiarity with interpersonal communications, familiarity with the administration of medication, familiarity with respiratory emergencies, familiarity with cardiac emergencies, and knowledge of patient transfer.

EMMS 1 - Emergency Medical Responder

3 units • LG • Total hours: 34 hours lecture; 51 hours lab

This course develops the knowledge and skills necessary for recognizing and caring for people in emergency situations, including cardiopulmonary resuscitation, prevention of disease transmission, and automated external defibrillation. This course is designed for the first responders at an emergency scene. Successful completion of the knowledge, skills tests and with a successful completion of the course at 80% accumulative points and the summative final at (80%) qualifies for an American Safety and Health Institute (ASHI) "First Responder" Certificate and an American Heart Association "Basic Life Support Health Care Provider" Certificate. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU • GE Credit: MPC, Area E2

EMMS 30 - Paramedic – Core

11-14 units • LG • Total hours: 90-125 hours lecture; 310-357 hours lab

The first course in the Paramedic Program three course sequence, this course is designed to guide students to successful completion of the National Registry EMT-Paramedic exam; meets the training requirements mandated by the State of California, California Code of Regulations Title 22. The didactic instruction represents the delivery of primarily cognitive material. This is the first part of a three-part program. Students must successfully complete the didactic portion of training prior to progressing to Clinical training.

Prerequisites: Current certification in CPR for the professional rescuer; and pass a background clearance and drug screen; and Certified as basic EMT or equivalent as determined by the Dean of Academy Instruction. • *Credit transferable: CSU • GE Credit: MPC, Area E2* • *NOTE: See note for EMMS 30-32 above.*

EMMS 31 - Paramedic – Clinical

4-7.5 units • LG • Total hours: 210.5-400 hours lab by arrangement

The second course in the Paramedic Program three course sequence, this course is designed to guide students to successful completion of the National Registry EMT-Paramedic exam; meets the training requirements mandated by the State of California, California Code of Regulations Title 22. Students must successfully complete EMMS 30 Paramedic Core, prior to enrolling in this course. Students will apply skills that demonstrate principles and concepts of anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as they pertain to pre-hospital emergency medical care of the sick and injured. The students will rotate through specialty areas of the hospital departments: pediatrics, pediatric intensive care unit, labor and delivery, surgery (airway management), respiratory therapy, other selected hospital areas, assisted Living, Skills Nursing Facilities, and facilities for the mentally and physically challenged.

Prerequisites: EMMS 30; Certified as basic EMT or equivalent as determined by the Dean of Academy Instruction. • *Credit transferable:* CSU • *NOTE:* See note for EMMS 30-32 above.

EMMS 32 - Paramedic – Internship

12.5-18.5 units • LG-P/NP • Total hours: 650-950 hours lab by arrangement

The third course in the Paramedic Program three course sequence, this course is designed to guide students to successful completion of the National Registry EMT-Paramedic exam; meets the training requirements mandated by the State of California, California Code of Regulations Title 22. Students must successfully complete EMMS 30 Paramedic Core and EMMS 31 Clinical prior to enrolling in this course. This course teaches the application of paramedic knowledge and skills in a clinical setting, as an intern responding on a 911 ambulance to ill and injured patients, while being instructed and evaluated by a field preceptor. Students have the task of initiating, providing, and directing entire emergency patient care while under the supervision of a preceptor. This ambulance field internship is required for certification as an EMT-Paramedic in California.

Prerequisites: EMMS 31; and Certified as basic EMT or equivalent as determined by the Dean of Academy Instruction. • *Credit transferable:* CSU • *NOTE:* See note for EMMS 30-32 above.

EMMS 170A/470A - Emergency Medical Technician 1: Basic Training

7 units / 0 units • LG-P/NP / NC • Total hours: 110.5 hours lecture; 25.5 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 a EMT-Basic (Ambulance) crew member. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: EMMS 170B / 470B • *GE Credit:* MPC, Area E2 (EMMS 170A) • *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.

EMMS 170B/470B - Emergency Medical Technician 1:**Basic Training Application**

2 units / 0 units • LG-P/NP / NC • Total hours: 17 hours lecture by arrangement; 51 hours lab by arrangement

This course is part of a two-course co-requisite program designed to provide the student with the required 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. Contact the Director of the Public Safety Training Center for complete list of requirements. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: EMMS 170A / 470A • *GE Credit:* MPC, Area E2 (EMMS 170B) • *Materials Fee:* \$135. *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, Diptheria, Pertussis (TDaP): One dose (or signed declination). Contact the Director of the Public Safety Training Center for complete list of requirements.

EMMS 470R - EMT-1: Recertification

0 units • P/NP / NC • Total hours: 32 hours lab

This course is designed for emergency medical response personnel. It is an individualized course that meets the requirements for renewal of California State EMT-1 certification. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: Must possess a CPR health care provider card • *Advisory:* EMT-1 California certification (current or expired for no more than one year)

EMMS 472R - Continuing Education for Emergency Medical Technicians

0 units • NC • Total hours: 8.5 hours lecture by arrangement; 25.5 hours lab by arrangement

This course is designed to provide continuing education hours to emergency medical response personnel. The training is scheduled during the Emergency Medical Technician 1: Basic Training course (EMMS 470A). Portions of instruction may be offered online; may also be offered fully online.

Advisories: EMMS 170A; or EMT-1 California certification (current or expired for no more than one year)

Engineering

PROGRAMS OF STUDY

- **Engineering**
 - Associate in Science Degree
 - Certificate of Achievement
- **Engineering Fundamentals**
 - Certificate of Achievement

Engineering - Associate in Science Degree

The Associate in Science in Engineering is designed to prepare 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 Science 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 (4)	
MATH 20B Calculus with Analytic Geometry II (4)	
MATH 20C Calculus of Several Variables (4)	
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) and ENGR 12L - Engineering Circuits Laboratory (1)	
ENGR 17 Program and Problem-Solving in MATLAB (3)	
TOTAL MAJOR UNITS	25
Associate Degree Requirements (as previously described)	25
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
TOTAL DEGREE UNITS	60

Engineering - Certificate of Achievement

Engineering involves the use of science and mathematics to develop products, systems, or services that benefit society. This program prepares students for transfer into an Engineering baccalaureate program by providing coursework aligned with three key discipline clusters:

- Mechanical, Civil, Aerospace, and Manufacturing
- Electrical
- Computer and Software

The Engineering Certificate of Achievement is intended to provide the shortest pathway to transfer with the greatest amount of major preparation, and includes a minimal set of General Education classes required for admissions to most university engineering baccalaureate programs.

Since individual university engineering transfer requirements differ, please confirm course selection with an MPC counselor.

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

- Use the engineering method to solve technical problems or create products or processes.
- Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.

Certificate of Achievement Major Requirements	Units
REQUIRED CORE:	31
ENGR 1A Introduction to Engineering (3)	
MATH 20A Calculus with Analytic Geometry I (4)	
MATH 20B Calculus with Analytic Geometry II (4)	
MATH 20C Calculus of Several Variables (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 One Track from the following:	13-23
Mechanical, Civil, Aerospace, Manufacturing Track:	22-23
CHEM 1A General Chemistry I (5)	
ENGR 2 Engineering Design Graphics (3)	
ENGR 4 Engineering Materials (4)	
ENGR 8 Engineering Statics (3)	
ENGR 12 Engineering Circuits (3) and ENGR 12L - Engineering Circuits Laboratory (1)	
ENGR 17 Program and Problem-Solving in MATLAB (3) or CSIS 10C - Programming Methods I.5: C and C++ (4)	
Electrical Track:	13
CHEM 1A General Chemistry I (5)	
CSIS 10C Programming Methods I.5: C and C++ (4)	
ENGR 12 Engineering Circuits (3) and ENGR 12L - Engineering Circuits Laboratory (1)	
Computer, Software Track:	19
CSIS 10A Programming Methods I: Java (4)	
CSIS 10B Programming Methods II: Java (4)	
CSIS 10C Programming Methods I.5: C and C++ (4)	

CSIS 12	Discrete Structures (3) or MATH 40 - Discrete Mathematics (3)
ENGR 12	Engineering Circuits (3) and ENGR 12L - Engineering Circuits Laboratory (1)

TOTAL MAJOR UNITS	44-54
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Recommended GE Courses Required for Transfer	9
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ENGL 1A	College Composition (3)
ENGL 1B	Introduction to Literature (3) or ENGL 2 - Argumentative Writing and Critical Thinking (3)
SPCH 1	Public Speaking (3) or SPCH 2 - Small Group Communication (3)

Engineering Fundamentals - Certificate of Achievement

The Engineering Fundamentals Certificate of Achievement combines a solid grounding in the basic principles that underly all engineering disciplines with a choice of electives that provide pathways to work experience or further study leading to the Engineering Certificate of Achievement or Associate in Science Degree.

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.

Certificate of Achievement Requirements	Units
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REQUIRED CORE:	15
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ENGR 1A	Introduction to Engineering (3)
MATH 20A	Calculus with Analytic Geometry I (4)
MATH 20B	Calculus with Analytic Geometry II (4)
PHYS 3A	Science and Engineering Physics I (4)

Select two courses from the following:	3-9
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CHEM 1A	General Chemistry I (5)
COOP 91.15	Engineering Work Experience (1-4)
CSIS 10A	Programming Methods I: Java (4)
CSIS 10C	Programming Methods I.5: C and C++ (4)
ENGR 1B	Design, Prototyping, and Work Experience (2)
ENGR 2	Engineering Design Graphics (3)
ENGR 17	Program and Problem-Solving in MATLAB (3)

TOTAL MAJOR UNITS	18-24
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COURSE DESCRIPTIONS

ENGR 1A - Introduction to Engineering

3 units • LG-P/INP • Total hours: 34 hours lecture; 51 hours 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. [C-ID ENGR 110]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area E2

ENGR 1B - Design and Prototyping

2 units • LG-P/INP • Total hours: 17 hours lecture; 51 hours lab

This course provides a practical introduction to engineering and industrial design in which students develop and prototype solutions to a wide array of possible design problems. Basic training is provided in mechanical design, 3D printing, electronic fabrication, and aesthetic considerations. Students may obtain work experience during this class by completing a COOP project with a local industry partner. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ENGR 2 - Engineering Design Graphics

3 units • LG • Total hours: 34 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

ENGR 4 - Engineering Materials

4 units • LG-P/INP • Total hours: 51 hours lecture; 51 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. [C-ID ENGR 140]

Prerequisites: CHEM 1A; PHYS 3A • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

Program Requirements, Courses and Learning Outcomes



ENGR 8 - Engineering Statics

3 units • LG-P/NP • Total hours: 51 hours lecture; 17 hours 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ENGR 130]

Prerequisite: PHYS 3A • *Prerequisite or corequisite:* MATH 20C • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

ENGR 9 - The Science of Robotics

4 units • LG-P/NP • Total hours: 51 hours lecture; 51 hours lab

This course surveys the scientific principles behind robots – machines that observe, think and act in a goal-directed manner – and the scientific discoveries inspired by them. Students apply the scientific method to topics ranging from Newtonian mechanics, analog and digital circuits, feedback control systems, information theory, and machine intelligence. Also considered are the societal implications of robotics technology.

Advisories: Completion of or concurrent enrollment in ENGL 1A; MATH 261 • *Credit transferable:* CSU • *GE Credit:* CSU, Area B1, B3; MPC, Area B

ENGR 12 - Engineering Circuits

3 units • LG • Total hours: 51 hours lecture; 17 hours 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ENGR 260]

Prerequisite: PHYS 3B • *Corequisite:* ENGR 12L • *Prerequisite or corequisite:* MATH 32 • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

ENGR 12L - Engineering Circuits Laboratory

1 unit • LG-P/NP • Total hours: 51 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 ENGR12 while also introducing semiconductor components such as diodes, transistors, and other integrated circuits. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: ENGR 12 • *Credit transferable:* CSU, UC

ENGR 17 - Programming and Problem-Solving in MATLAB

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 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. [C-ID ENGR 220]

Prerequisite: MATH 20A • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

English

PROGRAMS OF STUDY

- **English**
- Associate in Arts for Transfer Degree
- **English: Creative Writing**
- Associate in Arts Degree
- Certificate of Achievement
- **English: Great Books**
- Certificate of Achievement



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 composition as well as in a number of other fields including education, human communication, law, liberal arts, media studies, politics, and other paths of study that lead to careers in which clear communication and critical analysis are 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:

- Apply effective rhetorical strategies in relation to audience and purpose in academic and/or creative writing.
- Recognize and differentiate the major literary genres.
- Apply critical reading, thinking, and writing skills to analyze diverse texts within various contexts.

Associate in Arts for Transfer Degree Major Requirements	Units
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REQUIRED CORE:	6
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- | | |
|--|--|
| ENGL 1B Introduction to Literature (3) | |
| ENGL 2 Argumentative Writing and Critical Thinking (3) | |

LIST A: Select two courses from the following:	6
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- | | |
|---|--|
| 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) | |

LIST B: Select one course from the following:	3
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- | | |
|--|--|
| Any List A course not already selected | |
| 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 31 Introduction to Creative Writing (3) | |



LIST C: Select one course from the following:	3
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Any List A or List B course not already selected

- | | |
|--|--|
| BUSI 70 Business Communication (3) | |
| COMM 5 Mass Media Methods (3) | |
| ENGL 32 Creative Writing II (3) | |
| ENGL 51 Fiction Writing (3) | |
| ENGL 53 Poetry Writing (3) | |
| HUMA 10 Exploration of Values in Living (3) | |
| LING 15 Introduction to Linguistics (3) | |
| SPCH 5 Oral Interpretation of Literature (3) | |
| THEA 1 Introduction to Theatre (3) | |

TOTAL MAJOR UNITS	18
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Associate Degree Requirements (as described above)	18
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Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS	60
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Program Requirements, Courses and Learning Outcomes

English: Creative Writing

- Associate in Arts

The English: Creative Writing degree program develops strong writing and critical thinking skills through the reading and writing of forms including short fiction, poetry, the novel, creative nonfiction and screenplays. Students produce original creative work and learn to analyze and evaluate works written by classmates and established authors. To satisfy degree requirements, students must successfully complete a minimum of 18 units. Completion of the program prepares students for creative writing programs at Bachelor's degree granting institutions.

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.

Associate in Arts Degree Major Requirements	Units
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REQUIRED CORE:	3
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ENGL 31 Introduction to Creative Writing (3)
or ENGL 32 - Creative Writing II (3)

Select five courses from the following (at least four of the five must be Creative Writing courses; courses may not be repeated; all courses must be taken at MPC): **15**

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)
- ENGL 55 Novel Writing II (3)
- ENGL 56A Magazine Editing and Publishing I (3)
- ENGL 56B Magazine Editing and Publishing II (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)

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 40B 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 MAJOR UNITS	18
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Associate Degree Requirements (as described above)	18
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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English: Creative Writing

- Certificate of Achievement

The Creative Writing Certificate of Achievement program provides students the opportunity to pursue their interest in writing through intensive study and practice of the literary arts. Students create original, polished creative work in multiple genres and discuss creative works in a supportive writing workshop environment. The program benefits students planning to major in Creative Writing at a four-year institution and anyone with an interest in exploring their 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 Achievement Requirements	Units
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REQUIRED CORE:	3
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ENGL 31 Introduction to Creative Writing (3)
or ENGL 32 - Creative Writing II (3)

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)
- ENGL 55 Novel Writing II (3)
- ENGL 56A Magazine Editing and Publishing I (3)
- ENGL 56B Magazine Editing and Publishing II (3)

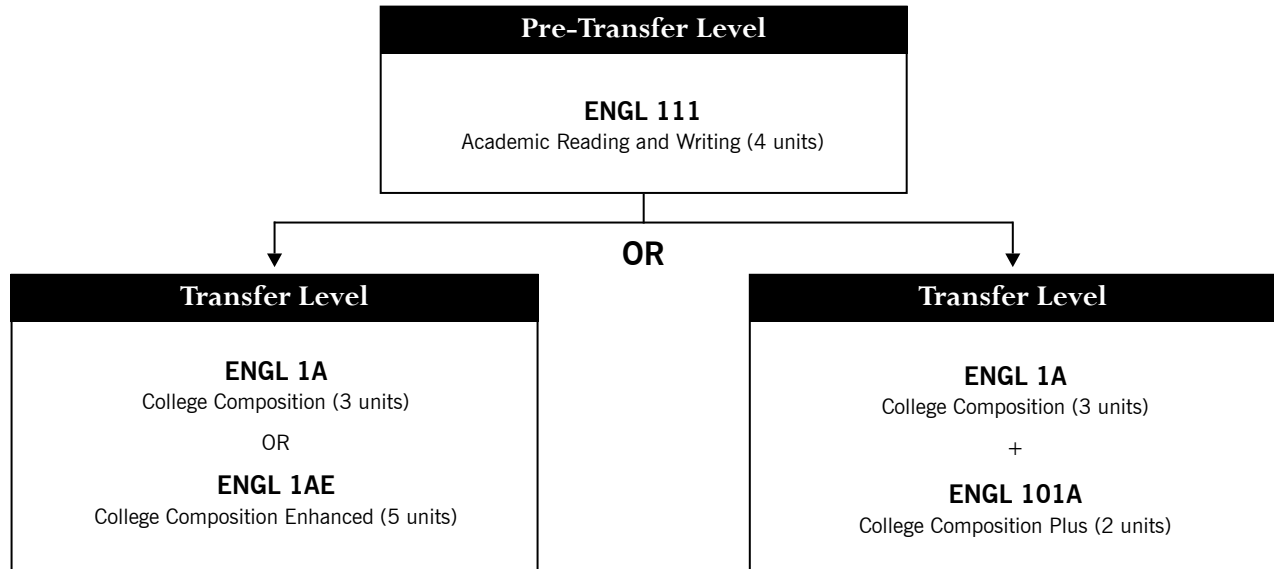
Literature Courses

- 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 40B 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
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English Sequence

Effective Fall 2019, all students are eligible for transfer-level English:
ENGL 1A **or** ENGL 1AE **or** ENGL 1A+101A



English 111 and English 1A+101A students are strongly encouraged to enroll in English 400, a zero-credit course that provides students access to the Reading and Writing Center for additional support.

English: Great Books - Certificate of Achievement

Those who complete the MPC Great Books Program receive a Certificate of Achievement 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 Achievement Requirements Units

REQUIRED CORE: **3**

ENGL 5 Introduction to Great Books (3)

Select at least 13 units from the following: **13**

ARTH 1 Art Appreciation (3)

ENGL/GWOS 11 Literature by and About Women (3)

ENGL 17 Introduction to Shakespeare (3)

ENGL 18 The Bible as Literature (3)

- ENGL 25A Great Books Seminar I (1)
- ENGL 25B Great Books Seminar II (1)
- ENGL 25C Great Books Seminar III (1)
- 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)
- ENGL 49 The Great Novel (3)
- HIST 4 Western Civilization I (3)
- HUMA 10 Exploration of Values in Living (3)
- PHIL 2 Introduction to Philosophy (3)
- PHIL 8 Introduction to World Religions (3)

TOTAL CERTIFICATE UNITS **16**

Program Requirements, Courses and Learning Outcomes

COURSE DESCRIPTIONS

ENGL 1A - College Composition

3 units • LG-P/NP • Total hours: 51 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. WRITING REQUIREMENT: A minimum of 8,000 words formal writing. May also be offered online. [C-ID ENGL 100]

Prerequisites: Eligibility for college-level composition as determined by college assessment or other appropriate method; or ENGL 111 or ENSL 11 • *Advisory:* LIBR 50 (may be taken concurrently) • *Credit transferable:* CSU, UC (with limits: maximum credit, 3 units; ENGL 1A, ENGL 1AE combined: maximum credit, 1 course) • *GE Credit:* CSU, Area A2; IGETC, Area 1A; MPC, Area A1

ENGL 1AE - College Composition: Enhanced

5 units • LG-P/NP • Total hours: 85 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. WRITING REQUIREMENT: A minimum of 8,000 words formal writing. [C-ID ENGL 100]

Prerequisites: Eligibility for college-level composition as determined by college assessment or other appropriate method; or ENGL 111 or ENSL 11 • *Advisory:* LIBR 50 (may be taken concurrently) • *Credit transferable:* CSU, UC (with limits: maximum credit, 3 units; ENGL 1A, ENGL 1AE combined: maximum credit, 1 course) • *GE Credit:* CSU, Area A2; IGETC, Area 1A; MPC, Area A1

ENGL 1B - Introduction to Literature

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ENGL 120]

Prerequisite: ENGL 1A or ENGL 1AE • *Advisory:* LIBR 50 (may be taken concurrently) • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 2 - Argumentative Writing and Critical Thinking

3 units • LG-P/NP • Total hours: 51 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]

Prerequisite: ENGL 1A or ENGL 1AE • *Advisory:* LIBR 50 (may be taken concurrently) • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area A3; IGETC, Area 1B; MPC, Area A2

ENGL 5 - Introduction to Great Books

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 11 - Literature by and About Women

3 units • LG-P/NP • Total hours: 51 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 GWOS 11; credit may be earned only once. May also be offered online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 17 - Introduction to Shakespeare

3 units • LG-P/NP • Total hours: 51 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.

Advisory: ENGL 1B • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 18 - The Bible as Literature

3 units • LG-P/NP • Total hours: 51 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.

Prerequisite: ENGL 1A • *Advisory:* ENGL 1B • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 22 - Introduction to Poetry

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: ENGL 1B • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 25A - Great Books Seminar I

1 unit • LG • Total hours: 17 hours lecture

Students read one long, or two short, book-length Great Works of imaginative literature, and discuss using the shared inquiry method commonly found in seminar courses. Portions of instruction may be offered online; may also be offered fully online.

Advisory: ENGL 5 • *Credit transferable:* CSU • *GE Credit:* MPC, Area C

ENGL 25B - Great Books Seminar II

1 unit • LG • Total hours: 17 hours lecture

Students read one long, or two short, book-length Great Works of non-fiction, and discuss using the shared inquiry method commonly found in seminar courses. Portions of instruction may be offered online; may also be offered fully online.

Advisory: ENGL 5 • *Credit transferable:* CSU • *GE Credit:* MPC, Area C

ENGL 25C - Great Books Seminar III

1 unit • LG • Total hours: 17 hours lecture

Students read Great Poems or Great Short Stories and discuss using the shared inquiry method commonly found in seminar courses. Portions of instruction may be offered online; may also be offered fully online.

Advisory: ENGL 5 • *Credit transferable:* CSU • *GE Credit:* MPC, Area C

ENGL 31 - Introduction to Creative Writing

3 units • LG-P/NP • Total hours: 51 hours lecture

Introduction to the craft of creative writing through study and analysis of literary works by established and peer writers. Students practice writing in poetry and creative prose forms and are introduced to the writing workshop method, providing written and verbal feedback on submitted writing to facilitate effective revision. This course is not a substitute for the English composition requirement for transfer. Portions of instruction may be offered online; may also be offered fully online. [C-ID ENGL 200]

Credit transferable: CSU

ENGL 32 - Creative Writing II

3 units • LG-P/NP • Total hours: 51 hours lecture

A multi-genre writing workshop in which students practice writing in poetry and creative prose forms. Reading as writers, students analyze and evaluate literary craft in works written by their classmates and by established authors, providing written and verbal feedback on submitted writing to facilitate effective revision. This course is not a substitute for the English composition requirement for transfer. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU

ENGL 40A - Survey of American Literature I

3 units • LG-P/NP • Total hours: 51 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]

Prerequisite: ENGL 1A • *Advisory:* ENGL 1B • *Credit transferable:* CSU, UC
GE Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C, F

ENGL 40B - Survey of American Literature II

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ENGL 135]

Prerequisite: ENGL 1A • *Advisory:* ENGL 1B • *Credit transferable:* CSU, UC
• *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C, F

ENGL 43 - Comics as Literature

3 units • LG-P/NP • Total hours: 51 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 mass communication. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 44 - Survey of World Literature I

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ENGL 140]

Prerequisite: ENGL 1A or ENGL 1AE • *Advisory:* ENGL 1B •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 45 - Survey of World Literature II

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID ENGL 145]

Prerequisite: ENGL 1A or ENGL 1AE • *Advisory:* ENGL 1B •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 46 - Survey of British Literature I

3 units • LG-P/NP • Total hours: 51 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]

Prerequisite: ENGL 1A • *Advisory:* ENGL 1B • *Credit transferable:* CSU, UC
GE Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 47 - Survey of British Literature II

3 units • LG-P/NP • Total hours: 51 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]

Prerequisite: ENGL 1A • *Advisory:* ENGL 1B • *Credit transferable:* CSU, UC
• *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 48 - Latin American Literature

3 units • LG-P/NP • Total hours: 51 hours lecture

This course introduces students to a wide range of Latin American authors and their relationship to major literary and intellectual movements.

Prerequisite: ENGL 1A • *Advisory:* ENGL 1B •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C2; MPC, Area C

ENGL 49 - The Great Novel

3 units • LG-P/NP • Total hours: 51 hours lecture

This course offers a survey of the novel as a literary type. Selected novels are read and discussed, along with any appropriate literary or historical ideas. This course provides the student with basic insights into the novel as a literary genre, as well as a Great Book. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A; ENGL 1B •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C

Program Requirements, Courses and Learning Outcomes

ENGL 51 - Fiction Writing

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ENGL 52 - Creative Nonfiction Writing

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: CSU, Area C2

ENGL 53 - Poetry Writing

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: CSU, Area C2

ENGL 54 - Novel Writing

3 units • LG-P/NP • Total hours: 51 hours lecture

The study and practice of long-form fiction writing, including the novel and novella. Includes the reading and discussion of works by established authors and sharing of original student work. This course utilizes the writing workshop method, in which class members provide written and verbal feedback on matters of craft in submitted works. Not a substitute for the English composition requirement for a Bachelor's degree. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ENGL 55 - Novel Writing II

3 units • LG-P/NP • Total hours: 51 hours lecture

Intended for those who have a book-length work of fiction in progress, this course includes reading and discussion of literary craft in work by established authors and in original student work. Utilizing the writing workshop method, students provide written and verbal feedback on submitted works. Not a substitute for the English composition requirement for a Bachelor's degree. Portions of instruction may be offered online; may also be offered fully online.

Advisory: ENGL 54 Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ENGL 56A - Magazine Editing and Publishing I

3 units • LG-P/NP • Total hours: 51 hours lecture

This course provides practical knowledge and experience in magazine editing and publishing. Students learn and utilize skills needed in various editorial and production positions, working together toward publication of a new issue of Scheherazade, the college literary magazine. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

ENGL 56B - Magazine Editing and Publishing II

3 units • LG-P/NP • Total hours: 51 hours lecture

A continuation of the work done in ENGL 56A, this course engages students in the creation of a new issue of Scheherazade, MPC's annual literary magazine. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A; ENGL 56A • Credit transferable: CSU • GE Credit: MPC, Area E2

ENGL 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

Students complete an individual study plan and project unique to their chosen field of writing and create a self-driven, cohesive, and independently created body of work. This course includes one-on-one meetings with the instructor.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

ENGL 101A - College Composition Plus

2 units • P/NP • Total hours: 34 hours lecture

This is a support course for students taking English 1A. The course focuses on developing students' reading, writing, and critical thinking skills for college-level reading and writing. Students receive detailed instruction on a variety of reading, writing, and critical thinking strategies that will help them be successful in English 1A and with other college-level reading and writing assignments. Portions of instruction may be offered online; may also be offered fully online.

Corequisites: ENGL 1A (students enrolled in ENGL 101A must also be enrolled in a designated section of ENGL 1A)

ENGL 111 - Academic Reading and Writing

4 units • LG-P/NP • Total hours: 68 hours lecture

This reading and writing course prepares students for ENGL 1A, developing students' critical reading, writing, and thinking skills. The course emphasizes reading strategies for improved comprehension, analysis, and evaluation and writing strategies for improved academic writing, including effectively and correctly integrating outside sources. Students read mostly non-fiction texts of varying length that stimulate analytical thinking and writing and write several essays of varying length (500-1200 words), learning to integrate their reading and writing skills. WRITING REQUIREMENT: A minimum of 4,000 words. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Most students should enroll directly in transfer-level English. Students are strongly encouraged to see a counselor before enrolling in this course.

**ENGL 301 - Introduction to Academic Reading and Writing**

4 units • P/NP • Total hours: 68 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.

Prerequisite: Qualifying reading and writing assessment results •

Corequisite: ENGL 301L

ENGL 301L - Introduction to Academic Reading and Writing Lab

1 unit • P/NP • Total hours: 51 hours lab by arrangement

Students are provided fundamental study and practice of grammar and reading skills introduced in ENGL 301 in a lab setting with individualized help.

Corequisite: ENGL 301

Reading and Writing Center

ENGL 300 - Personalized Writing Instruction

.5-2 units • P/NP • Total hours: 51 hours lab for each unit by arrangement

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. Portions of instruction may be offered online; may also be offered fully online.

ENGL 303 - Personalized Reading Instruction

.5-1 unit • P/NP • Total hours: 51 hours lab for each unit by arrangement

This course emphasizes critical reading skills and strategies necessary to improve reading comprehension, test taking, and study skills needed for academic and/or vocational preparedness. Faculty work with students to develop an individualized program of study and then meet regularly to monitor progress. All work is completed in the lab.

ENGL 351 - College Reading Strategies I

.5-1 unit • P/NP • Total hours: 51 hours lab for each unit by arrangement

Students work to master the basic principles of the English language, developing skills necessary for reading, writing, and speech. Portions of instruction may be offered online; may also be offered fully online.

ENGL 352 - College Reading Strategies II

.5-1 unit • P/NP • Total hours: 51 hours lab for each unit by arrangement

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. Portions of instruction may be offered online; may also be offered fully online.

ENGL 400 - Academic Support

0 units • NC • Total hours: 25.5-153 hours lab by arrangement

English 400 provides noncredit English and study skills support for students in any course or program. Portions of instruction may be offered online; may also be offered fully online.

English as a Second Language

PROGRAMS OF STUDY

- **English as a Second Language High-Beginning Level**
- Noncredit Certificate of Completion
- **English as a Second Language Intermediate Level**
- Noncredit Certificate of Completion
- **English as a Second Language Advanced Level**
- Noncredit Certificate of Completion

English as a Second Language High-Beginning Level - Noncredit Certificate of Completion

The English as a Second Language High-Beginning Level Certificate of Completion, which is attained upon the successful completion of English as a Second Language courses in level 2, signifies a high-beginning 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 main ideas and supportive details of a one page simplified text reading.
- Use simple present, past, and future tenses in simple and complex sentences.
- Write a unified paragraph with appropriate sentence boundaries.
- Understand English used in shared, personal experiences.
- Speak for 1-2 minutes on personal and familiar topics using a combination of phrases, sentences, and pronunciation generally understood by native speakers.
- Apply new vocabulary in either oral or written communication.

Noncredit Certificate of Completion Requirements	Units	Hours
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Select one option below

Option 1: High-Beginning Reading, Writing, Speaking and Listening

ENSL 421 High-Beginning Reading and Writing	0	1-85
and ENSL 423 - High-Beginning Speaking and Listening	0	1-68

Option 2: Beginning Speaking and Listening/High-Beginning Reading and Writing

ENSL 412 Beginning English: Speaking and Listening	0	1-68
and ENSL 421 - High-Beginning Reading and Writing	0	1-85
and ENSL 423 - High-Beginning Speaking and Listening	0	1-68

Option 3: Beginning Reading and Writing/High-Beginning Speaking and Listening

ENSL 413 Beginning English: Writing, Reading, and Vocab.	0	1-85
and ENSL 421 - High-Beginning Reading and Writing	0	1-85
and ENSL 423 - High-Beginning Speaking and Listening	0	1-68

TOTAL CERTIFICATE UNITS/HOURS	0	1-238
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English as a Second Language Intermediate Level - Noncredit 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:

- Write a focused, unified paragraph with a topic sentence, using a variety of structures, and vocabulary on familiar topics.
- Show developing mastery of new vocabulary in either oral or written communication.
- Read and understand simplified academic, literary, and personal texts that range from 1-3 pages in length.
- Demonstrate comprehension of 2-3 minute oral discourse on familiar topics/current issues, with the ability to respond with developing fluency.

Noncredit Certificate of Completion Requirements	Units	Hours
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Option 1: Low-Intermediate Reading, Writing, Speaking and Listening

ENSL 431 Low-Intermediate Reading and Writing	0	1-85
ENSL 434 Low-Intermed. Speaking and Listening	0	1-68

Option 2: Low-Intermediate Speaking and Listening/Intermediate Reading and Writing

ENSL 434 Low-Intermediate Speaking and Listening	0	1-68
ENSL 442 Intermediate Reading and Writing	0	1-85

Option 3: Low-Intermediate Reading and Writing/Intermediate Speaking and Listening

ENSL 431 Low-Intermediate Reading and Writing	0	1-85
ENSL 445 Intermediate Speaking and Listening	0	1-68

TOTAL CERTIFICATE UNITS/HOURS	0	1-153
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Students may also qualify for the certificate by completing one of the following: ENSL 431 or ENSL 434, and fulfilling the remaining course requirements via an ESL guided self-placement.

English as a Second Language Advanced Level - Noncredit 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:

- Compose a persuasive essay with a clear thesis statement, introduction, body, and conclusion.
- Read and distinguish the characteristics of a range of professional, academic, and literary texts.
- Demonstrate knowledge of interpersonal communication principles through a variety of interpersonal situations in written and oral assignments.
- Give informative and persuasive speeches related to cross-cultural communication, incorporating secondary sources to support ideas.

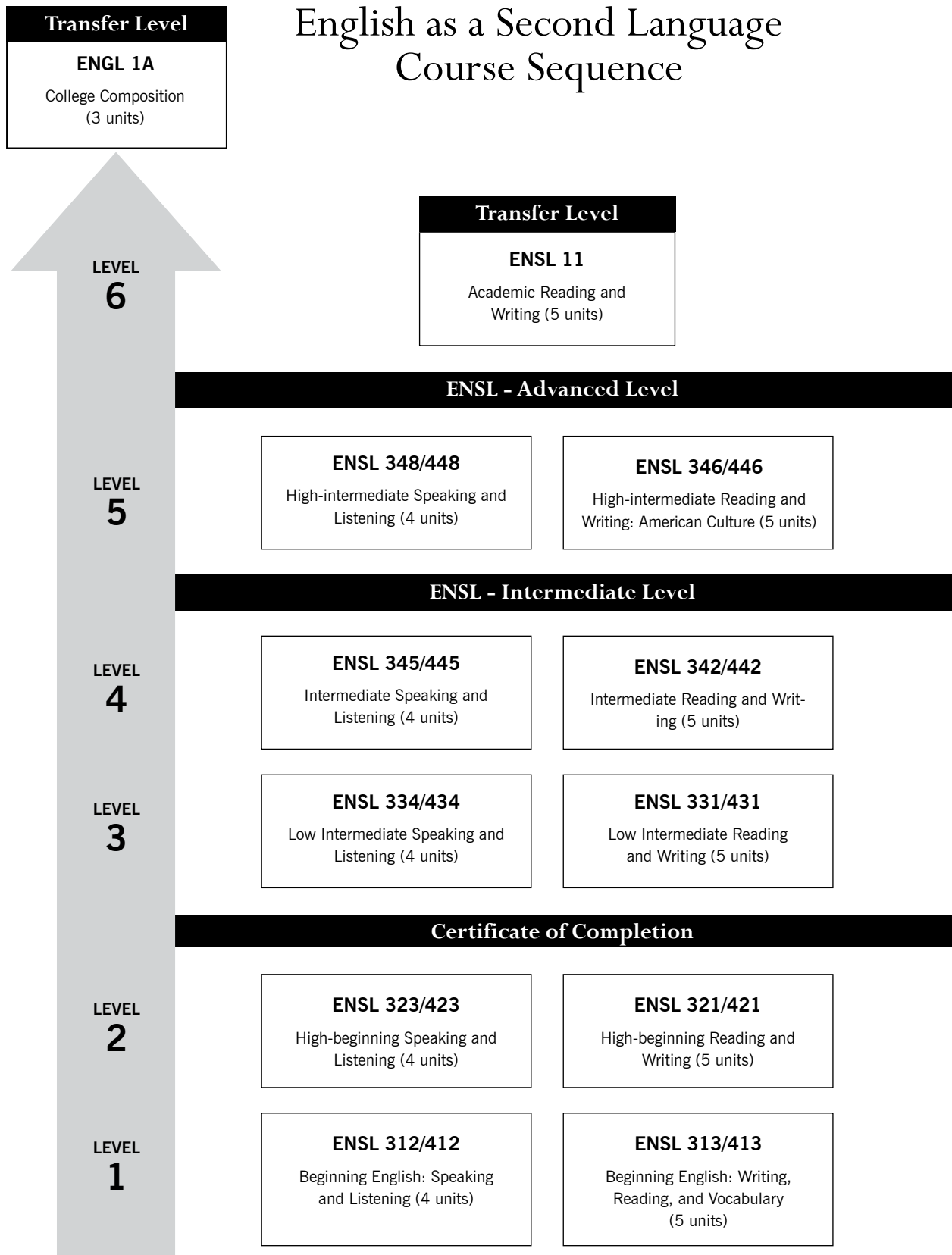
Noncredit Certificate of Completion Requirements	Units	Hours
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ENSL 446 High-Intermediate Reading & Writing: American Culture	0	1-85
ENSL 448 High-Intermediate Speaking and Listening	0	1-68

TOTAL CERTIFICATE UNITS/HOURS	0	1-153
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Students may also qualify for the certificate by completing one of the following: ENSL 446 or ENSL 448, and fulfilling the remaining course requirements via an ESL guided self-placement.

English as a Second Language Course Sequence



Program Requirements, Courses and Learning Outcomes

COURSE DESCRIPTIONS

LEVEL 1

ENSL 312/412 - Beginning English: Speaking and Listening

4 units / 0 units • P/NP / NC • Total hours: 68 hours lecture

This course is for the student who has very little English. It is an integrated skills course emphasizing listening, speaking, and pronunciation. Portions of instruction may be offered online; may also be offered fully online.

Advisory: ENSL Guided Self-Placement Tool

ENSL 313/413 - Beginning English: Writing, Reading, and Vocabulary

5 units / 0 units • P/NP / NC • Total hours: 85 hours lecture

This course is for the student who has very little or no English. It is an integrated skills course emphasizing grammar, writing, and reading. Portions of instruction may be offered online; may also be offered fully online.

Advisory: ENSL Guided Self-Placement Tool

LEVEL 2

ENSL 321/421 - High-Beginning Reading and Writing

5 units / 0 units • P/NP / NC • Total hours: 85 hours lecture

This is a high-beginning writing course for the non-native speaker emphasizing grammar, reading, vocabulary, and writing sentences. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENSL 313; ENSL 413; or ENSL Guided Self-Placement Tool

ENSL 323/423 - High-Beginning Speaking and Listening

4 units / 0 units • P/NP / NC • Total hours: 68 hours lecture

This course, at the high-beginning level for non-native speakers, emphasizes listening, vocabulary, and conversation in situational contexts. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENSL 312; ENSL 412; or ENSL Guided Self-Placement Tool

LEVEL 3

ENSL 331/431 - Low-Intermediate Reading and Writing

5 units / 0 units • P/NP / NC • Total hours: 85 hours lecture

This is a low-intermediate course for the non-native speaker emphasizing reading, vocabulary, grammar and writing development. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENSL 321; or ENSL 421; or ENSL Guided Self-Placement Tool

ENSL 334/434 - Low-Intermediate Speaking and Listening

4 units / 0 units • P/NP / NC • Total hours: 68 hours lecture

This course, at the low-intermediate level for non-native speakers, emphasizes listening, vocabulary, and conversation in situational contexts. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENSL 323; or ENSL 423; or ENSL Guided Self-Placement Tool

LEVEL 4

ENSL 342/442 - Intermediate Reading and Writing

5 units / 0 units • P/NP / NC • Total hours: 85 hours lecture

This is an intermediate course for the non-native speaker emphasizing the organization and development of academic reading and writing. Students focus on reading texts and writing short essays, while utilizing advanced grammar and core vocabulary. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENSL 331; or ENSL 431; or ENSL Guided Self-Placement Tool

ENSL 345/445 - Intermediate Speaking and Listening

4 units / 0 units • P/NP / NC • Total hours: 68 hours lecture

This is an intermediate course for the non-native speaker emphasizing pronunciation, vocabulary development, communication/presentation, and listening skills. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENGL 334; or ENSL 434; or ENSL Guided Self-Placement Tool

LEVEL 5

ENSL 346/446 - High-Intermediate Reading and Writing: American Culture

5 units / 0 units • P/NP / NC • Total hours: 85 hours lecture

This is a high-intermediate course for the non-native speaker designed to increase reading and writing skills and cultural literacy. Students read and analyze literary and academic texts and build their academic vocabulary. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENGL 342; or ENSL 442; or ENSL Guided Self-Placement Tool

ENSL 348/448 - High-Intermediate Speaking and Listening

4 units / 0 units • P/NP / NC • Total hours: 68 hours lecture

This is a high-intermediate speaking and listening course for the non-native speaker. Students give speeches and participate in classroom discussions to further develop cross-cultural communication skills. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENSL 345; or ENSL 445; or ENSL Guided Self-Placement Tool

LEVEL 6

ENSL 11 - Advanced Reading and Writing

5 units • LG-P/NP • Total hours: 85 hours lecture

This reading and writing course prepares non-native speakers of English for ENGL 1A, developing students' critical reading, writing, and thinking skills. The course emphasizes reading strategies for improved comprehension and analysis. It also focuses on writing strategies for improved academic writing, including effectively and correctly integrating outside sources. Students read texts of varying length that stimulate analytical thinking and writing. Students write several essays of varying length (500-1200 words), learning to integrate their reading and writing skills. WRITING REQUIREMENT: A minimum of 4,000 words. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENSL 346; or ENSL 446; or ENSL Guided Self-Placement Tool
• Credit transferable: CSU, UC

**ENSL 110 - Advanced Writing**

4 units • LG-P/INP • Total hours: 68 hours lecture; 17 hours 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 are offered online.

Prerequisite or corequisite: ENSL 155 • *Prerequisites:* ENSL 346; or ENSL 446; or qualifying ENSL assessment result

ENSL 155 - Advanced Reading

3 units • LG-P/INP • Total hours: 51 hours lecture; 17 hours 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 ENGL 455; or qualifying ENSL assessment result

Supplemental Courses

ENSL 300/400 - Supervised Tutoring: ESL

.5-3 units / 0 units • LG-P/INP / NC • Total hours: 25.5 hours lab for each .5 unit

This course is designed to provide supervised tutoring for non-native English speaking students concurrently enrolled in a basic skills course or any course that requires basic ESL skills to complete the course work. Portions of instruction may be offered online; may also be offered fully online.

ENSL 326/426 - English Skills for Success I

.5-4 units / 0 units • P/INP / NC • Total hours: 17 hours lecture for each unit

This is a course at the high-beginning or low-intermediate level for the non-native speaker, emphasizing listening and conversation. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENSL 312 and 313; or ENSL 412 and 413; or ENSL Guided Self-Placement Tool

ENSL 328/428 - Pronunciation and Spelling

4 units / 0 units • P/INP / NC • Total hours: 68 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 multi-syllable words. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENSL 312 and 313; or ENSL 412 and 413; or ENSL Guided Self-Placement Tool

ENSL 336/436 - English Skills for Success II

.5-4 units / 0 units • P/INP / NC • Total hours: 17 hours lecture for each unit

This is a course at the low-intermediate level for the non-native speaker, emphasizing listening, speaking, grammar and writing. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENSL 321, 323, and 325; or ENSL 421, 423, and 425; or ENSL Guided Self-Placement Tool

ENSL 337/437 - Low-Intermediate ESL for the Workplace

2 units / 0 units • P/INP / NC • Total hours: 34 hours lecture

This is a low-intermediate course for the non-native speaker emphasizing commonly used structures, communicative functions, and vocabulary as used in the workplace. Portions of instruction may be offered online; may also be offered fully online.

Advisories: ENSL 321 and 323; or ENSL 421 and 423

Ethnic Studies

PROGRAMS OF STUDY

- **Social Justice Studies: Ethnic Studies**
- Associate in Arts for Transfer Degree
- **Ethnic Studies**
- Associate in Arts Degree



Social Justice Studies: Ethnic Studies - Associate in Arts for Transfer Degree

An Associate in Arts in Social Justice Studies for Transfer is a unique degree that aligns with varied topic-specific degrees offered at many four-year institutions, providing an interdisciplinary education and preparing students for seamless transfer into Ethnic Studies, Gender Studies, Social Justice Studies, and related majors in the CSU system where they can customize their upper division courses to earn a baccalaureate degree. Social Justice Studies is interdisciplinary and interrogates the multiple meanings of diversity and engage students in critically examining the social movements, cultural contributions, historical experiences, and socioeconomic concerns of diverse groups. Social Justice Studies is committed to providing students with critical knowledge and skills to be proactive citizens who can address social issues in their communities, as well as work and live competently in diverse settings. A degree in Social Justice Studies can be used in social work, education, law, community or social services, cultural arts, legislative advocacy, politics, human rights development, and in local, state, federal and international governmental agencies. A student who graduates with an Associate in Arts in Social Justice Studies for Transfer has diverse career options: educators, social workers, public policy analysts, conflict resolution specialists, human relations workers, non-profit workers, mediators, rights advocates, journalists, lobbyists, human rights organizers, international relief workers, anti-violence advocates, community organizers, or political campaigners. 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 analyze theories of Social Justice, the history of social activism, and social movements.
- Engage in critical reflection about social justice rooted in community-based experiences that develop cultural competency in local and global contexts.
- Define and use key concepts, terminology, and theoretical frameworks central to the interdisciplinary fields of Ethnic Studies or Gender and Women's Studies.
- Articulate symbolic and aesthetic expressions based on ethnicity or gender.

Associate in Arts for Transfer Degree Major Requirements	Units
REQUIRED CORE: Select three courses from the following:	9
ETNC 10 Introduction to Social Justice (3)	
ETNC/SOCI 13 Introduction to Race and Ethnicity (3)	
GWOS 1 Introduction to Gender and Women's Studies (3)	
SOCI 12 Introduction to Gender and Sexuality (3)	

LIST A: Select three courses from at least two of the following areas: 9-10

Area 1: History and Government

- ETNC/POLS 16 African Americans in American Government (3)
- ETNC/POLS 18 Latinos in American Government (3)



- ETNC/HIST 24 African Americans in United States History to 1865 (3)
- ETNC/HIST 25 African Americans in United States History Since 1865 (3)

Area 2: Arts and Humanities

- ETNC 4 Mexican-American Art in American Culture (3)
- ETNC 5 African-American Arts and Music in American Culture (3)
- ETNC 6 Culture in American Film (3)

Area 3: Social Science

- 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 American Society (3)

Area 4: Quantitative Reasoning and Research Methods (Only one course may be used to satisfy List A.)

- MATH 16 Elementary Statistics (4)
or PSYC/SOCI 19 - Introduction to Statistics for the Social Sciences (4)

Area 5: Major Preparation

- ANTH 4 Introduction to Cultural Anthropology (3)
- ETNC/ANTH/GWOS 30 Gender in Global Perspective (3)
- SOCI 1 Introduction to Sociology (3)
- SOCI 2 Contemporary Social Problems (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 70-73).

TOTAL DEGREE UNITS 60

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 Major Requirements	Units
Introductory Courses: Select one course from the following:	3
ETNC 10 Introduction to Social Justice (3)	
ETNC/SOCI 13 Introduction to Race and Ethnicity (3)	
Humanities Courses: Select one course from the following:	3
ETNC 4 Mexican-American Art in American Culture (3)	
ETNC 5 African-American Arts and Music in American Culture (3)	
ETNC 6 Culture in American Film (3)	
Historical Settings Courses: Select one course from the following:	3
ETNC/HIST 24 African Americans in U.S. History To 1865 (3)	
ETNC/HIST 25 African Americans in U.S. History Since 1865 (3)	
HIST/GWOS 12 Women in United States History (3)	
Political Institutions Courses: Select one course from the following:	3
ETNC/POLS 16 African Americans in American Government (3)	
ETNC/POLS 18 Latinos in American Government (3)	
Elective Courses: Select any two courses listed above not already used, or choose from the following courses:	6
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)	
TOTAL MAJOR UNITS	18
Associate in Arts Degree Requirements (as described above)	18
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
TOTAL DEGREE UNITS	60

COURSE DESCRIPTIONS

ETNC 4 - Mexican-American Art in American Culture

3 units • LG-P/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE 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/INP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1, C2, F; IGETC, Area 3A, 3B; MPC, Area C, D, F

ETNC 6 - Culture in American Film

3 units • LG-P/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D, F; IGETC, Area 3B, 4; MPC, Area C, D, F

ETNC 10 - Introduction to Social Justice

3 units • LG-P/INP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F

Program Requirements, Courses and Learning Outcomes

ETNC 13 - Introduction to Race and Ethnicity

3 units • LG-P/NP • Total hours: 51 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 SOCI 13; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online. [C-ID SOCI 150]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F

ETNC 14 - Sociology of Latinos and Latinas

3 units • LG-P/NP • Total hours: 51 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 SOCI 14; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F

ETNC 16 - African-Americans in American Government

3 units • LG-P/NP • Total hours: 51 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 an ethnic minority in the context of American political democracy. Also offered as POLS 16; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D, F; IGETC, Area 4; MPC, Area D, F

ETNC 18 - Latinos in American Government

3 units • LG-P/NP • Total hours: 51 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 processes that give rise to them, and their impact on Latinos as an ethnic minority in the context of American political democracy. Emphasis is also placed on the Mexican-American political experience. Also offered as POLS 18; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D, F; IGETC, Area 4; MPC, Area D, F

ETNC 20 - Native Peoples of North America

3 units • LG-P/NP - Total hours: 51 hours lecture

This course is an anthropological survey of the cultures of indigenous peoples of North America emphasizing native adaptation, social organizations, and world views. It is also an ethno-historical analysis of the cultural experiences of native peoples focusing on the effects of contact and cultural exchange for both the native and non-native cultures. Also offered as ANTH 20; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D, F; IGETC, Area 4; MPC, Area D, F

ETNC 22 - Asian Americans and Pacific Islanders in American Society

3 units • LG-P/NP • Total hours: 51 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 SOCI 22; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D, F; IGETC, Area 4; MPC, Area D, F

ETNC 23 - Chicano History 1848 to Present

3 units • LG-P/NP • Total hours: 51 hours lecture

This course offers an introduction to Chicano History in the United States from 1848 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 HIST 23; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, F

ETNC 24 - African Americans in United States History to 1865

3 units • LG-P/NP • Total hours: 51 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 HIST 24; credit may be earned only once. Portions of this course may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, F

**ETNC 25 - African Americans in United States History Since 1865**

3 units • LG-P/NP • Total hours: 51 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 HIST 25; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C2, D;
 IGETC, Area 3B, 4; MPC, Area C, D, F

ETNC 30 - Gender in Global Perspective

3 units • LG-P/NP • Total hours: 51 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 ANTH 30 and GWOS 30; credit can be earned only once. May also be offered online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4;
 MPC, Area D, F

ETNC 40 - The African Experience

3 units - LG-P/NP - Total hours: 51 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 HIST 40; credit may be earned only once.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C2, D; MPC, Area D

ETNC 45 - Introduction to Language and Society

3 units • LG-P/NP • Total hours: 51 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 LING 45; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4;
 MPC, Area C, D, F

Fashion

PROGRAMS OF STUDY

- **Fashion Design and Merchandising**
- Associate in Science Degree
- Certificate of Achievement

Fashion Design and Merchandising - Certificate of Achievement

This short three-course fashion certificate program offers a brief insight to students interested in fashion design and merchandising. It is ideal for those who want to transfer to a university with a fashion design and merchandising program to pursue a career in the global fashion industry.

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

- Describe and evaluate social and ethical values in their cultural and historical contexts relevant to fashion.
- Analyze textiles and make appropriate choices for various textile products.
- Use correct terminology for style, construction and production of clothing.
- Identify the skills and abilities relevant to careers in fashion merchandising.

Certificate of Achievement Requirements		Units
FASH 10	Introduction to Fashion	3
FASH 15	Textiles	3
FASH 20	Apparel Production	3
TOTAL CERTIFICATE UNITS		9



Fashion Design and Merchandising - Associate in Science Degree

The Fashion Design and Merchandising Associate in Science degree emphasizes the basic principles of design, product development, and the fashion business. The program offers insight to students interested in fashion design and merchandising. It is ideal for those who want to transfer to a university with a fashion design and merchandising program to pursue a career in the global fashion industry.

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

- Describe and evaluate social and ethical values in their cultural and historical contexts relevant to fashion.
- Analyze textiles and be able to make appropriate choices for various textile products.
- Use correct terminology for style, construction and production of clothing.
- Identify the skills and abilities relevant to careers in fashion merchandising.

Associate in Science Degree Major Requirements		Units
REQUIRED CORE:		9
FASH 10	Introduction to Fashion (3)	
FASH 15	Textiles (3)	
FASH 20	Apparel Production (3)	
Select one course from the following:		3-4
ARTG 11	Introduction to Photoshop (4) or ECON 2 - Principles of Economics: Macro (3)	
Select one course from the following:		3-4
ARTG 10	Introduction to Computers for Graphic Arts (4) or ECON 4 - Principles of Economics: Micro (3)	
Select one course from the following:		4
MATH 16	Elementary Statistics (4) or MATH 18 - Calculus and Analytic Geometry for Biology/ Social Science/Business (4)	
TOTAL MAJOR UNITS		19-21

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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COURSE DESCRIPTIONS

FASH 10 - Introduction to Fashion

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU • *GE Credit:* MPC, Area E2

FASH 11 - History of Fashion

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C1; MPC, Area C

FASH 13 - Business and Marketing

3 units • LG-P/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

FASH 14 - Fashion Illustration

2 units • LG-P/INP • Total hours: 17 hours lecture; 51 hours lab

This course is a study of flat sketching for the fashion industry, costume illustration for the theater, and drawing techniques for fashion communication. A variety of media are explored, and students develop a portfolio. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

FASH 15 - Textiles

3 units • LG-P/INP • Total hours: 51 hours lecture

This course is a study of plant, animal, and manufactured fibers and fabrics, textile products, weaves, designs, and finishes. Discussion of laws and environmental concerns related to the textile industry. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

FASH 20 - Apparel Production

3 units • LG-P/INP • Total hours: 34 hours lecture; 51 hours lab

This course is a fusion of Garment Construction and Flat Pattern. Individual pattern adjustments will be created and translated into a wearable piece. Fabric choices, sizing precision and standard and custom techniques will be used in the sewing and finishing process. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • Materials Fee: \$40

FASH 61 - Garment Construction I

1.5 units • LG-P/INP • Total hours: 17 hours lecture; 34 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.

Advisory: FASH 68 • Credit transferable: CSU • Materials Fee: \$20

FASH 68 - Flat Pattern Design I

3 units • LG-P/INP • Total hours: 34 hours lecture; 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • Materials Fee: \$20

FASH 71 - Flat Pattern Design II

3 units • LG-P/INP • Total hours: 34 hours lecture; 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A; FASH 61; FASH 68 • Credit transferable: CSU • Materials Fee: \$30

FASH 80 - Textile Design

1.5 units • LG-P/INP • Total hours: 17 hours lecture; 34 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • Materials Fee: \$20

FASH 82 - Fashion Illustration

2 units • LG-P/INP • Total hours: 17 hours lecture; 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

FASH 85 - Fashion Merchandising

3 units • LG-P/INP • Total hours: 51 hours lecture

The course focuses on fashion merchandising within the retail environment. The principles of merchandising, market research, planned purchasing are explored as they relate to consumer preference and demand. An overview of marketing, including visual merchandising is included with emphasis on the importance of social media in multi-channel retailing. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A; FASH 50 • Credit transferable: CSU

FASH 86 - Apparel Design

2 units • LG-P/INP • Total hours: 17 hours lecture; 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A; FASH 50; FASH 82 • Credit transferable: CSU

Fire Protection Technology

PROGRAMS OF STUDY

- **Basic Firefighter I Academy**
- Certificate of Achievement
- **Company Officer**
- Associate in Science Degree
- Certificate of Achievement
- **Field Training - Firefighter Trainee**
- Certificate of Completion (Noncredit)
- **Fire Protection Technology**
- Associate in Science Degree
- Certificate of Achievement

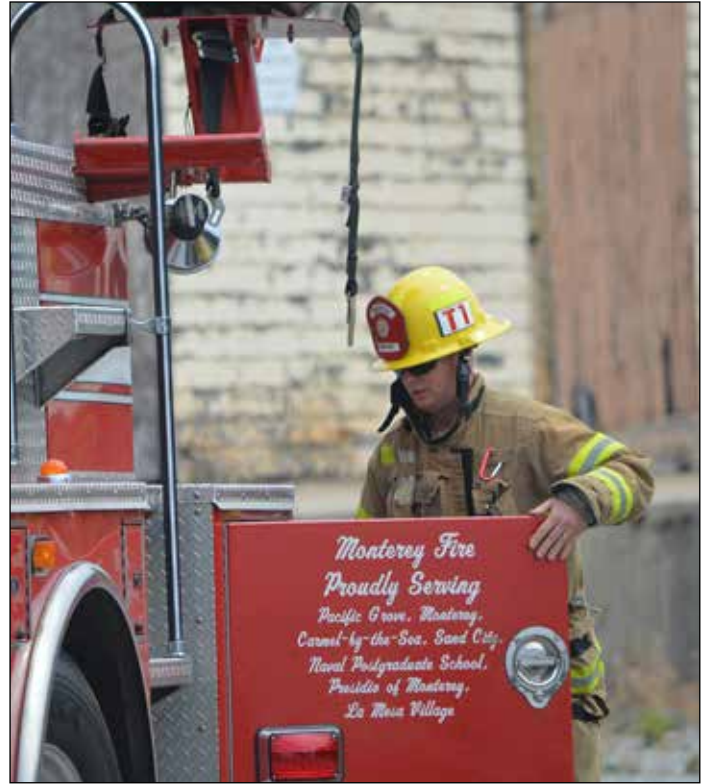
Basic Firefighter I Academy - Certificate of Achievement

The Fire Protection Technology Basic Firefighter 1 Certificate of Achievement prepares students for employment in the fire service. The program includes courses in basic firefighting skills, rope rescue, hazardous material operations, wildland firefighting, vehicle extrication, and physical fitness techniques.

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

- Assess emergency situations and employ strategies and tactics to mitigate the situation.
- Choose and apply the proper fire department operation and equipment for given firefighting tasks.
- Analyze and assess firefighter hazards and operations inherent to the profession.
- Use physical fitness techniques for upper body strength and cardio training.

Certificate of Achievement Requirements	Units
FPTC 105A Firefighter I Academy	14.5
FPTC 105B Firefighter I Academy Applications	6
TOTAL CERTIFICATE UNITS	20.5



Company Officer - Certificate of Achievement

The Company Officer Certificate of Achievement provides students with coursework needed to be successful in their position as a fire officer. Information includes the management of personnel, all-risk command operations for the company officer, and the use of the incident command system.

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

- Demonstrate the ability to communicate the skills needed to manage: personnel, incident conditions, and commanding resources on and off emergency incidents.
- Demonstrate the ability to communicate in a command role, the knowledge necessary to manage emergency and non-emergency situations.

Certificate of Achievement Requirements	Units
FPTC 106 Firefighter II Academy - Advanced Firefighting	3.5
FFPTC 112D Instructor I - Instructional Methodology	1
FPTC 130A Company Officer 2A - Human Resources	2
FPTC 130B Company Officer 2B - General Administrative	1
FPTC 130C Company Officer 2C - Fire Inspections and Investigations for Company Officers	2
FPTC 130D Company Officer 2D - All-Risk Command Operations for Company Officers	2
FPTC 130E Company Officer 2E - Wildland Incident Operations for Company Officers	2
FPTC 131 Hazardous Material Incident Commander Training	.5
FPTC 142 I-200 Basic Incident Command System	.5
TOTAL CERTIFICATE UNITS	14.5

Company Officer
- Associate in Science Degree

The Company Officer Associate in Science degree provides the student with the coursework needed to advance to, or be successful in, the position of Company Officer. Information covered in this program includes the management of personnel, all-risk command operations for the company officer, and the use of the incident command system.

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

- Assess emergency situations and employ strategies and tactics to mitigate the situation.
- Demonstrate the ability to communicate the skills needed to manage: personnel, incident conditions, and commanding resources on and off emergency incidents.
- Demonstrate the ability to communicate in a command role, the knowledge necessary to manage emergency and non-emergency situations.

Associate in Science Degree Major Requirements		Units
FPTC 7	Firefighting Strategies and Tactics	3
FPTC 106	Firefighter II Academy - Advanced Firefighting	3.5
FPTC 112D	Instructor I - Instructional Methodology	1
FPTC 130A	Company Officer 2A - Human Resources	2
FPTC 130B	Company Officer 2B - General Administrative	1
FPTC 130C	Company Officer 2C - Fire Inspections and Investigations for Company Officers	2
FPTC 130D	Company Officer 2D - All-Risk Command Operations for Company Officers	2
FPTC 130E	Company Officer 2E - Wildland Incident Operations for Company Officers	2
FPTC 131	Hazardous Material Incident Commander Training	.5
FPTC 140	I-300 Intermediate Incident Command System	.5
FPTC 142	I-200 Basic Incident Command System	.5
TOTAL MAJOR UNITS		18
Associate Degree Requirements (as described above)		18
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>		
TOTAL DEGREE UNITS		60

Field Training - Firefighter Trainee
- Noncredit Certificate of Completion

This certificate is a two-course, noncredit, variable-hour field training program that introduces agency new recruit/employees to the hands-on job requirements of a firefighter. The program provides education and training for a California firefighter trainee including current practices in fire and life safety, basic medical, and rescue techniques.

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

- Accurately analyze, appraise and evaluate fire and emergency incidents.
- Identify components of emergency management and firefighter safety including: size-up, report on conditions, the Incident Command System, RECEO, the 10 Standard Firefighting Orders, the 18 Situations that shout "Watch Out", the 16 Firefighter Life Safety Initiatives and the common factors associated with injuries and line of duty deaths.

Noncredit Certificate of Completion Requirements		Units	Hours
FPTC 415	Field Training	0	136
FPTC 415L	Field Training Lab	0	272-816
TOTAL CERTIFICATE HOURS		0	408-952

Fire Protection Technology
- Certificate of Achievement
- Associate in Science Degree

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 Requirements		Units
REQUIRED CORE:		18
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)	
TOTAL CERTIFICATE UNITS		18

Program Requirements, Courses and Learning Outcomes

Associate in Science Degree Major Requirements	Units
Certificate Requirements	18
Select a minimum of 12 units from the following:	12-14.5
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)	
FPTC 104B Fire App Driver/Operator 1B: Pump Operations (1)	
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 I-300 Intermediate Incident Command System (.5)	
FPTC 141 I-400 Incident Command System (1)	
TOTAL MAJOR UNITS	30-32.5
Associate Degree Requirements (as described above)	30-32.5
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
TOTAL DEGREE UNITS	60

COURSE DESCRIPTIONS

FPTC 1 - Principles of Emergency Services

3 units • LG-P/NP • Total hours: 51 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 the organization and function of fire protection agencies. The course also offers a survey of career opportunities and development of job-seeking skills. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

FPTC 2 - Fire Behavior and Combustion

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

FPTC 3 - Principles of Fire and Emergency Services Safety and Survival

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

FPTC 4 - Building Construction for Fire Prevention

3 units • LG-P/NP • Total hours: 51 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 of and evolution of building and fire codes are studied in relationship to past fires in residential, commercial, and industrial buildings. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

FPTC 5 - Fire Prevention

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

FPTC 6 - Fire Protection Systems

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

FPTC 7 - Firefighting Strategies and Tactics

3 units • LG-P/NP • Total hours: 51 hours lecture

This course provides the principles of fire control through utilization of manpower, equipment, extinguishing agents, fire command, and control procedures. Portions of instruction may be offered online; may also be offered fully online.

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

FPTC 100 - Rescue Systems 1: Basic Rescue Skills

1 unit • P/NP • Total hours: 8.5 hours lecture; 34 hours lab

This course provides students with knowledge and skills for dealing with urban structural collapse and rescue. This is a state-certified course.

Prerequisite: 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: \$360

FPTC 101 - Introduction to Basic Firefighter I Academy

3 units • LG-P/NP • Total hours: 42.5 hours lecture; 25.5 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 • Total hours: 8.5 hours lecture by arrangement; 76.5 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 and FPTC 105B; or completion of approved State Fire Marshal Office Firefighter I Academy • *Materials fee:* \$400

FPTC 104A - Fire Apparatus Driver/Operator 1A: Emergency Vehicle Operations

1 unit • P/NP • Total hours: 17 hours lecture; 23.5 hours lab

This course provides students with skills and 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: \$235

FPTC 104B - Fire Apparatus Driver/Operator 1B: Pump Operations

1 unit • P/NP • Total hours: 16 hours lecture; 24 hours lab

This course builds upon the knowledge and skills learned in Driver/Operator 1A FPTC 104A. Students are provided 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.

Prerequisite: FPTC 104A • *Materials fee:* \$235

FPTC 105A/405A - Firefighter I Academy

14.5 units / 0 units • P/NP / NC • Total hours: 136 hours lecture; 340 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 also requires both academic and physical skills, in addition to extra motivation to endure the intensive schedule. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: Certified as basic EMT or equivalent • *Corequisite:* FPTC 105B; 405B • *Advisory:* FPTC 101 • *Enrollment limitations:* Biddle or CPAT test; and doctor's physical examination including spirometry • *Materials fee:* \$2,165

FPTC 105B/405B - Firefighter I Academy Application

6 units / 0 units • P/NP / NC • Total hours: 34 hours lecture by arrangement; 204 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. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: FPTC 105A; 405A • *Materials fee:* \$1,750

FPTC 106 - Firefighter II Academy – Advanced Firefighting

3.5 units • P/NP • Total hours: 40 hours lecture; 80 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.

Prerequisite: Student must be certified as a firefighter I for the State of California • *Materials fee:* \$400

FPTC 112D - Instructor I – Instructional Methodology

1 unit • LG-P/NP • Total hours: 8.5 hours lecture; 32 hours lab

This course provides the skills and knowledge needed for the intermediate level professional instructors to perform their 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: \$170

FPTC 117 - Vehicle Extrication

.5 unit • LG-P/NP • Total hours: 9 hours lecture; 15 hours lab

This course provides a systematic approach to vehicle rescue and the use of mechanical and hand tools used in the extrication process.

Prerequisites: Student needs to be currently enrolled in a basic academy or hired by a department; and must have completed first aid and CPR or equivalent • *Materials fee:* \$75

FPTC 118 - Low-Angle Rope Rescue

.5 unit • P/NP • Total hours: 4 hours lecture; 20 hours lab

This course equips students with the techniques and methods for using rope, webbing, hardware friction devices, and litters in low-angle rescues. Areas covered include rope and related equipment, anchor systems, safety lines, stretcher lashing and rigging, mechanical advantage systems, and single-line and two-line rescue systems. Upon successful completion, students receive State Fire Marshal certification • *Materials fee:* \$75

Program Requirements, Courses and Learning Outcomes

FPTC 119 - Rapid Intervention Crew Operations

.5 unit • P/INP • Total hours: 4 hours lecture; 20 hours lab

This course trains firefighters with the techniques and training to conduct a rapid-intervention crew (RIC) deployment, including large search operations and thermal imaging. The course includes information on how to locate and use these line-of-duty-death (LODD) studies as training and prevention tools throughout their careers • *Materials fee: \$75*

FPTC 126 - Confined-Space Rescue Technician

.5 unit • P/INP • Total hours: 2.5 hours lecture; 37.5 hours lab

This course is an intensive hands-on training program that will prepare students to respond to confined-space emergencies. It prepares students to identify confined spaces and permit-required confined spaces, the hazards associated with permit-required confined spaces, target industries and hazards, state and federal regulations, components of a rescue operation, and the roles and responsibilities of the rescue team.

Prerequisite: Confined Space Rescue Awareness. 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: \$75

FPTC 127A - S-212 Wildland Fire Chainsaws

.5 unit • P/INP • Total hours: 4 hours lecture; 32 hours lab

This course prepares students to become a wildfire powersaw operator within the National Interagency Management System. It covers safety considerations, techniques of saw operation, maintenance, and repair. Training on Wildland Fire Chainsaws (S-212) is identified training in the National Wildfire Coordinating Group Suppression/California State Fire Marshal Curriculum. Intended for students who are pursuing a career with a federal or state wildland fire management agency or as specialty training with a municipal/county fire agency.

Prerequisite: Must meet the requirements of Firefighter II, and be current certification in Basic First Aid and CPR • Materials fee: \$75

FPTC 127B - S-290 Intermediate Wildland Fire Behavior

.5 unit • P/INP • Total hours: 4 hours lecture; 28 hours lab

This is an intermediate course designed to provide students with wildland fire behavior knowledge applicable for safe and effective wildland fire management activities. Upon successful completion, students are awarded a S-290 certificate from the State Board of Fire Services. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: S-190: Introduction to Wildland Fire Behavior. 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: \$75

FPTC 127C - S-248 Status Check-In Recorder

1 unit • LG-P/INP • Total hours: 17 hours lecture

This course is designed to introduce students to the tools and techniques used to perform the duties of a Status/Check-in Recorder (SCKN). The course provides an overview of what a student can expect if dispatched to an incident. Portions of instruction may be offered online; may also be offered fully online.

Advisory: As required by the National Wildfire Coordinating Group: Each student will need access to a computer that has the most current incident automation software. At the time of this publication, I-Suite is the industry standard. It is recommended that students have completed ICS-200, Basic ICS and L-180, Human Factors and have basic computer skills in the Windows environment • Materials fee: \$16.00

FPTC 127D - S-354 Facilities Unit Leader

1 unit • LG-P/INP • Total hours: 24 hours lecture

This course prepares students to perform the job of Facilities Unit Leader (FACL) as outlined in the NIMS: Wildland Fire Qualification System Guide, PMS 310-1, and the position taskbook developed for the position. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: Qualified as Base/Camp Manager (BCMG) • Advisory: As required by the National Wildfire Coordinating Group: It is recommended that students have completed ICS-300, Intermediate ICS, ICS-800, National Response Framework, and L-380, Fireline Leadership, and have basic computer skills in the Windows environment • Materials fee: \$13.00

FPTC 128A - D-110 Expanded Dispatch Recorder

1 unit • LG-P/INP • Total hours: 17 hours lecture

This course provides students with the skills to perform as an Expanded Dispatch Recorder (EDRC). Topics include the structure of the expanded dispatch organization, description of resource ordering and statusing process, and the importance of the EDRC having effective communication skills and working relationships. A Reference Guide at the end of Unit 3 contains reference documents for students to use during the course and when on assignment. The course gives a very general overview of Resource Ordering and Statusing System (ROSS) — it does not teach students how to use ROSS. Portions of instruction may be offered online; may also be offered fully online.

Materials fee: \$9.00

FPTC 128B - C-262 Equipment Time Recorder

1 unit • LG-P/INP • Total hours: 24 hours lecture

The Equipment Time Recorder course prepares the individual to track and post equipment time for wildland fire or all-hazard incidents. The EQTR works in the finance functional area while assigned to an incident. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: ICS 100; and ICS 700 • Advisory: As required by the National Wildfire Coordinating Group

FPTC 130A - Company Officer 2A – Human Resources

2 units • LG-P/INP • Total hours: 29.5 hours lecture; 12.5 hours lab

This course provides information on the use of human resources to accomplish assignments, evaluate member performance, supervise personnel, and integrate health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This is part of the Company Officer Certificate of Achievement designed for California State Fire Training professionals. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: 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: \$140

FPTC 130B - Company Officer 2B – General Administrative

1 unit • LG-P/NP • Total hours: 15 hours lecture; 7 hours lab

This course provides information on general administrative functions and the implementation of department policies and procedures. It also addresses conveying the fire department's role, image, and mission to the public. This is part of the Company Officer Certificate of Achievement designed for California State Fire Training professionals. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: 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: \$140

FPTC 130C - Company Officer 2C – Fire Inspections and Investigations

2 units • LG-P/NP • Total hours: 30.5 hours lecture; 10.5 hours lab

This course provides an overview of the information necessary to conduct inspections, identify hazards, and address violations, performing a fire investigation to determine preliminary cause and to secure the incident scene and preserve evidence. This is part of the Company Officer Certificate of Achievement designed for California State Fire Training professionals. Portions of instruction may be offered online; also may be offered fully online.

Prerequisite: 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: \$140

FPTC 130D - Company Officer 2D – All-Risk Command Operations

2 units • LG-P/NP • Total hours: 29.5 hours lecture; 17 hours lab

This course provides information on conducting scene size-up, developing and implementing an incident action plan involving single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and developing and conducting a post-incident analysis. This is part of the Company Officer Certificate of Achievement designed for California State Fire Training professionals. Portions of instruction may be offered online; also may be offered fully online.

Prerequisite: 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: \$140

FPTC 130E - Company Officer 2E – Wildland Incident Operations

2 units • LG-P/NP • Total hours: 29.5 hours lecture; 17 hours lab

This course provides information on conducting scene size-up, developing and implementing an incident action plan involving single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and developing and conducting a post-incident analysis. This is part of the Company Officer Certificate of Achievement designed for California State Fire Training professionals. Portions of instruction may be offered online; also may be offered fully online.

Prerequisite: 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: \$140

FPTC 131 - Hazardous Material Incident Commander Training

.5 unit • LG-P/NP • Total hours: 8.5 hours lecture; 15.5 hours lab

This course is designed to provide the Hazardous Material Incident Commander with the skills and competency necessary to mitigate an emergency incident, initiate action, and ensure the restoration of normal services with a comprehensive resource-management approach.

Prerequisite: Must meet the requirements of CSTI or California State Fire Training • Materials fee: \$45

FPTC 135 - Ethical Leadership

.5 unit • LG-P/NP • Total hours: 8.5 hours lecture

This course offers an examination of the fundamental values of fire service instructors by exploring examples of ethical behavior in the classroom. Includes basic concepts, terms, and theories of ethical decision making; code of ethics; and concepts in ethical leadership.

Prerequisite: 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, fee's and prerequisites • Materials fee: \$75

FPTC 140 - I-300 Intermediate Incident Command System

.5 unit • LG-P/NP • Total hours: 8.5 hours lecture; 17 hours Lab

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.

Prerequisite: 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: \$75

FPTC 141 - I-400 Incident Command System

1 unit • LG-P/NP • Total hours: 17 hours 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.

Prerequisite: FPTC 140 • Materials fee: \$100

FPTC 142 - I-200 Basic Incident Command System

.5 unit • LG-P/NP • Total hours: 7.5 hours lecture; 8.5 hours lab

This course is an introduction to the Incident Command System (ICS) National Training curriculum. It includes principles and features, organization overview, incident facilities, resources, and common responsibilities.

Prerequisite: 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: \$75

Program Requirements, Courses and Learning Outcomes

FPTC 213 - Skills and Knowledge Update for Full-Time Firefighters

3-8 units • P/INP • Total hours: 25.5-51 hours lecture; 85-255 hours lab by arrangement for each unit

This variable-hour course (110.5 to 306 hours) is intended to meet the training needs of full-time firefighters. Students build on 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: 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 - Skills and Knowledge Update for Volunteer/Reserve Firefighters

1-3 units • P/INP • Total hours: 8.5-25.5 hours lecture; 25.5-85 hours lab by arrangement

This variable-hour course (34-110.5 hours) meets the training needs of the volunteer/reserve firefighter. Students build on 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: 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 401 - Community Emergency Response Training

0 units • P/INP / NC • Total hours: 4 hours lecture; 20 hours lab

This course provides students with the basic skills needed to respond to their community's immediate needs in the aftermath of a disaster, when emergency services are not immediately available. Students who complete this course can assist the Monterey community emergency response team program in saving lives and protecting property using basic techniques. It is open to individuals who desire the skills and knowledge required to prepare for and respond to a disaster.

FPTC 415 - Field Training

0 units • NC • Total hours: 136 hours lecture by arrangement

This noncredit, variable-hour practicum course introduces agency new recruit/employees to the job requirements of a firefighter including policies, procedures, and agency protocols. The course provides necessary training and performance assessments for a California firefighter trainee including current trends in fire and life safety, basic medical, and rescue techniques. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: FPTC 415L

FPTC 415L - Field Training Lab

0 units • NC • Total hours: 272-816 hours lab by arrangement

This two part noncredit, variable-hour practicum course introduces agency new recruit/employees to the hands-on job requirements of a firefighter. The course provides necessary training and performance assessments for a California firefighter trainee including current practices in fire and life safety, basic medical, and rescue techniques. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: FPTC 415

FPTC 420 - Basic Firefighter Training for New Recruits

0 units • NC • Total hours: 340-510 hours lecture by arrangement; 340-510 hours lab by arrangement

This course is designed for students to develop their emergency response skills. Subjects include knowledge of firefighting, safety, SCBA and air management, hazards material, use of tools and equipment, fuel types and suppression methods, attack techniques, search and rescue, first aid, and CPR skills. Portions of instruction may be offered online; may also be offered fully online.

French

PROGRAMS OF STUDY

- **French Language**
 - Associate in Arts Degree
 - Certificate of Achievement

French Language - Certificate of Achievement

The Certificate of Achievement in French Language promotes fluency in French and an understanding of French culture. This twenty-unit program of study of a second language and its culture prepares students to interact competently with French-speaking people in a variety of settings, including, but not limited to, education, retail, hospitality, travel, medicine, entertainment, and community services. The program assists students who are seeking careers in a wide variety of fields that value multilingualism and multiculturalism, and/or cater specifically to French-speaking consumers. The Certificate of Achievement establishes French linguistic and cultural fluency as a foundation for further studies in French in the areas of global studies, teaching French language, literature and linguistics. The need for court and medical translation and interpreting jobs is progressively growing in California as per the U.S. Bureau of Labor Statistics, and this CoA provides our students with opportunities to succeed in this growing market. This certificate leads to AA degrees in Global Studies, Spanish and World Languages.

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 Achievement Requirements		Units
FREN 1A	Elementary French I	5
FREN 1B	Elementary French II	5
FREN 2A	Intermediate French	5
FREN 2B	Advanced French	5
TOTAL CERTIFICATE UNITS		20

French Language - Associate in Arts Degree

The French Language program at Monterey Peninsula College teaches the language using the well-recognized communicative approach, which emphasizes meaningful conversational interaction, direct work with authentic texts in the target language, linguistic competence with non-native, near-native and native speakers, and an awareness of French and francophone cultures. The Associate in Arts in French Language program is designed for students who wish to acquire verbal and written language proficiency and cultural competence. The French Language AA serves students who plan to pursue a career or further degrees in French education: language, linguistics, or literature, and/or other related fields, such as anthropology, archeology, art history, global/international studies, marketing, nursing philosophy, politics, and translation. Given Monterey's status as an international travel destination, an AA in French Language can enhance opportunities for students interested in careers on the Peninsula in service industries, such as hospitality and restoration, or in localization and translation fields.

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

- Engage in conversation and interactions with speakers of French using the necessary rules of pronunciation, grammar, and syntax.
- Understand and interpret French and respond to it at all levels of proficiency.
- Read, understand, and interpret French written works at various levels of proficiency.
- Convey information, concepts, and ideas in written French to an audience on a variety of topics.
- Exhibit a comprehensive understanding of French culture and its social and cultural influences.

Associate in Arts Degree Major Requirements		Units
FREN 1A	Elementary French I	5
FREN 1B	Elementary French II	5
FREN 2A	Intermediate French	5
FREN 2B	Advanced French	5
LING 10	Foundations of Language (3) or LING 15 - Introduction to Linguistics (3)	3
FREN 50A - Intermediate French Conversation I (1.5) or FREN 50B - Intermediate French Conversation II (1.5)		1.5
TOTAL MAJOR UNITS		24.5

Associate Degree Requirements (as described above) **24.5**

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS **60**

Program Requirements, Courses and Learning Outcomes

COURSE DESCRIPTIONS

FREN 1A - Elementary French I

5 units • LG-P/INP • Total hours: 85 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C

FREN 1B - Elementary French II

5 units • LG-P/INP • Total hours: 85 hours lecture

This course offers further study of elementary French. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: FREN 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C

FREN 2A - Intermediate French

5 units • LG-P/INP • Total hours: 85 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: FREN 1B • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

FREN 2B - Advanced French

5 units • LG-P/INP • Total hours: 85 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: FREN 2A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

FREN 50A - Intermediate French Conversation I

1.5 units • LG-P/INP • Total hours: 25.5 hours lecture

This course is designed to promote mid-intermediate competency as defined by the American Council on the Teaching of Foreign Languages (ACTFL), in the oral use of the French language. Course emphasizes the practical application of the language in everyday life situations, and is designed to increase students' fluency in French by reinforcing previously-learned conversational skills, with attention to grammatical accuracy, vocabulary, and pronunciation. Course content is delivered and discussed in French, and includes comparison and contrast of French and francophone cultures on contemporary and culturally-relevant topics, drawn from written and audiovisual sources (art, cinema, history, philosophy and literature; poetry and prose. Reading and discussions of these topics are designed to improve students' abilities to comprehend cultural, ethnic, regional and sociolinguistic differences. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite or Corequisite: FREN 1B • Credit transferable: CSU, UC • GE Credit: MPC, Area C

FREN 50B - Intermediate French Conversation II

1.5 units • LG-P/INP • Total hours: 25.5 hours lecture

This course is designed to promote high-intermediate competency as defined by the American Council on the Teaching of Foreign Languages (ACTFL) in the oral use of the French language. Course emphasizes the practical application of the language in everyday life situations and current events. Course is designed to increase students' fluency by reinforcing previously-learned conversational skills, and by expanding vocabulary to include contemporary patterns of speech: slang, colloquialisms, idioms, regional and dialectal differences. Attention to grammatical and pronunciation accuracy is ongoing. Course content is delivered and discussed in French, and includes more advanced discussion, comparison and contrast of the practices and products of French and francophone cultures. Contemporary and culturally-relevant topics, drawn from written and audiovisual sources include art, cinema, history, philosophy, religion and literature- poetry and prose. Readings, discussions, and presentations of these topics are designed to improve students' abilities to comprehend cultural, ethnic, regional and sociolinguistic differences. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites or Corequisites: FREN 1B; FREN 50A • Credit transferable: CSU, UC • GE Credit: MPC, Area C

FREN 90 - Independent Study

.5-4 units • LG-P/INP • Total hours: 51 hours lab per unit by arrangement

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.

Advisory: Student must show specific level of knowledge in area of discipline required to do more in-depth research - as approved by faculty member • Credit transferable: CSU

Gender and Women's Studies

PROGRAMS OF STUDY

- **Social Justice Studies: Gender and Women's Studies**
- Associate in Arts for Transfer Degree
- **Gender and Women's Studies**
- Associate in Arts Degree



Social Justice Studies: Gender and Women's Studies - Associate in Arts for Transfer Degree

An Associate in Arts in Social Justice Studies for Transfer is a unique degree that aligns with varied topic-specific degrees offered at many four-year institutions, providing an interdisciplinary education and preparing students for seamless transfer into Ethnic Studies, Gender Studies, Social Justice Studies, and related majors in the CSU system where they can customize their upper division courses to earn a baccalaureate degree. Social Justice Studies is interdisciplinary and interrogates the multiple meanings of diversity and engage students in critically examining the social movements, cultural contributions, historical experiences, and socioeconomic concerns of diverse groups. Social Justice Studies is committed to providing students with critical knowledge and skills to be proactive citizens who can address social issues in their communities, as well as work and live competently in diverse settings. A degree in Social Justice Studies can be used in social work, education, law, community or social services, cultural arts, legislative advocacy, politics, human rights development, and in local, state, federal and international governmental agencies. A student who graduates with an Associate in Arts in Social Justice Studies for Transfer has diverse career options: educators, social workers, public policy analysts, conflict resolution specialists, human relations workers, non-profit workers, mediators, rights advocates, journalists, lobbyists, human rights organizers, international relief workers, anti-violence advocates, community organizers, or political campaigners. 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 analyze theories of Social Justice, the history of social activism, and social movements.
- Engage in critical reflection about social justice rooted in community-based experiences that develop cultural competency in local and global contexts.
- Define and use key concepts, terminology, and theoretical frameworks central to the interdisciplinary fields of Ethnic Studies or Gender and Women's Studies.
- Articulate symbolic and aesthetic expressions based on ethnicity or gender.

Associate in Arts for Transfer Degree Major Requirements **Units**

REQUIRED CORE: **9**

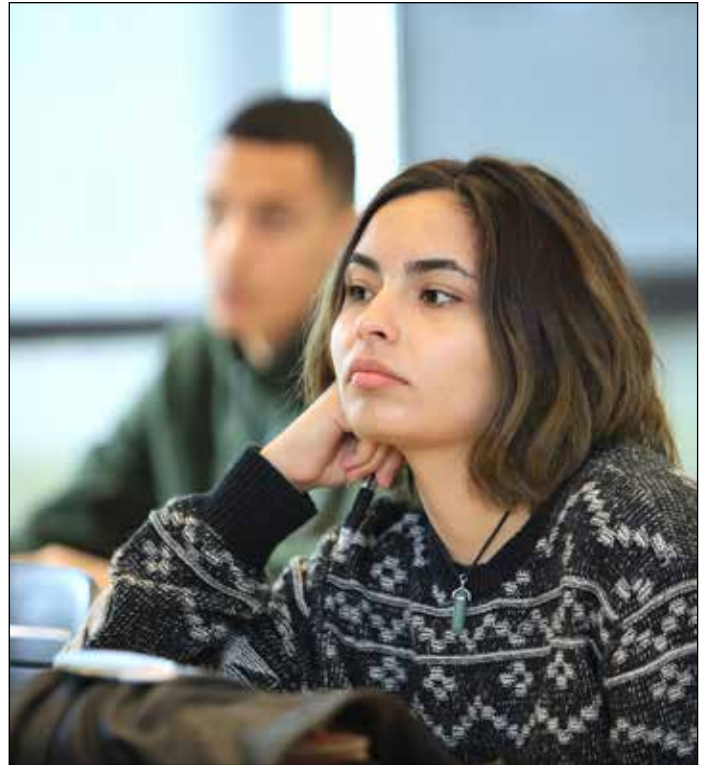
GWOS 1 Introduction to Gender and Women's Studies (3)

Select two courses from the following:

ETNC 10 Introduction to Social Justice (3)

ETNC/SOCI 13 Introduction to Race and Ethnicity (3)

GWOS/ANTH/ETNC 30* Gender in Global Perspective (3)



LIST A: Select three courses from at least two of the following areas: 9-10

Area 1: History and Government

GWOS/POLS 10 Gender in American Politics (3)

GWOS/HIST 12 Women in United States History (3)

Area 2: Arts and Humanities

GWOS/ENGL 11 Literature by and About Women (3)

GWOS 15 Introduction to LGBTQ Global Literatures (3)

Area 3: Social Science

GWOS 3 Gender and Violence (3)

GWOS 4 Gender, Sexuality, and Popular Culture (3)

Area 4: Quantitative Reasoning and Research Methods (Only one course may be used to satisfy List A.)

MATH 16 Elementary Statistics (4)

or PSYC/SOCI 19 - Intro to Statistics for the Social Sciences (4)

Area 5: Major Preparation

GWOS/ANTH/ETNC 30* Gender in Global Perspective (3)

SOCI 1 Introduction to Sociology (3)

SOCI 2 Contemporary Social Problems (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 70-73).

*May be used to satisfy only one program category (either Required Core or Area 5).

TOTAL DEGREE UNITS **60**

Program Requirements, Courses and Learning Outcomes

Gender and Women's Studies

- Associate in Arts Degree

The Gender and Women's Studies Program is a dynamic multi-cultural course of study, investigating intersecting systems of gender and emphasizing the diversity of gender identities and experience. Courses provide comprehensive engagement with foundational elements of the discipline through examination of racial, ethnic, socio-economic, and sexual identities in gendered contexts of political, cultural, historical, and economic impact. Students learn to apply critical methods of intersectional feminist analysis in understanding the causes of social inequalities and social justice frameworks. The program offers a major and AA degree in Gender and Women's Studies as well as courses that satisfy GE requirements for MPC degree completion and transfer. Students graduating with an AA degree in Gender and Women's Studies are thoroughly prepared for transfer to Baccalaureate degree programs in Gender and Women's Studies in the UC system and more broadly and have acquired a basis of knowledge applicable to career pathways in a flexible range of professions.

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

- Differentiate stratified access to social power and compare and contrast diverse impacts of gender systems and experiences of gender systems and experiences of gender pertaining to socio-economic, racial, ethnic, and national identities and sexuality.
- Describe and apply frameworks, concepts, and methods fundamental to intersectional analysis and the discipline of Gender and Women's Studies.
- Describe feminist movements, theoretical concepts, and goals for social change.
- 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.
- 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.

Associate in Arts Degree Major Requirements	Units
REQUIRED CORE:	6
GWOS 1 Introduction to Gender and Women's Studies (3)	
GWOS 4 Gender, Sexuality, and Popular Culture (3)	
LIST A: Select three courses from the following:	9
GWOS 3 Gender and Violence (3)	
GWOS 5 Women of Color in the U.S. (3)	
GWOS 15 Introduction to LGBTQ Global Literatures (3)	
GWOS/ANTH/ETNC 30 Gender in Global Perspective (3)	
GWOS/HUMA/PHIL 40 Introduction to Feminist Theory (3)	
LIST B: Select one course not yet selected from LIST A or from the following:	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)	
TOTAL MAJOR UNITS	18
Associate Degree Requirements (as described above)	18
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
TOTAL DEGREE UNITS	60

COURSE DESCRIPTIONS

GWOS 1 - Introduction to Gender and Women's Studies

3 units • LG-P/NP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area C, D, F

GWOS 3 - Gender and Violence

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F

GWOS 4 - Gender, Sexuality, and Popular Culture

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE 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 • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, F

GWOS 10 - Gender in American Politics

3 units • LG-P/NP • Total hours: 51 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 POLS 10; credit may be earned only once. May also be offered online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

**GWOS 11 - Literature by and About Women**

3 units • LG-P/INP • Total hours: 51 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 ENGL 11; credit may be earned only once. May also be offered online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C

GWOS 12 - Women in United States History

3 units • LG-P/INP • Total hours: 51 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 HIST 12; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D, F

GWOS 15 - Introduction to LGBTQ Global Literatures

3 units - LG-P/INP - Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B; MPC, Area C, D, F

GWOS 30 - Gender in Global Perspective

3 units • LG-P/INP • Total hours: 51 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 ANTH 30 and ETNC 30; credit can be earned only once. May also be offered online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4; MPC, Area D, F

GWOS 40 - Introduction to Feminist Theory

3 units • LG-P/INP • Total hours: 51 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 HUMA 40 and PHIL 40; credit may be earned only once. May also be offered online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, F

General Studies and General Education

PROGRAMS OF STUDY

- **General Education: California State University - Breadth**
- *Certificate of Achievement*
- **General Education: Intersegmental General Education Transfer Curriculum (IGETC)**
- *Certificate of Achievement*
- **General Studies: Arts and Humanities Emphasis**
- *Associate in Arts Degree*
- **General Studies: Communication and Analytical Thinking Emphasis**
- *Associate in Arts Degree*
- **General Studies: Intercultural Studies Emphasis**
- *Associate in Arts Degree*
- **General Studies: Natural Science Emphasis**
- *Associate in Arts Degree*
- **General Studies: Social Science Emphasis**
- *Associate in Arts Degree*

General Education: California State University - Breadth - *Certificate of Achievement*

Requirements are based on California State University General Education (CSU-GE) requirements (see page 72).

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 Requirements	Units
AREA A – English Language Communication and Critical Thinking Choose one course from A1, A2, and A3:	9
A1 – Oral Communication	
A2 – Written Communication	
A3 – Critical Thinking	



AREA B – Scientific Inquiry and Quantitative Reasoning Choose one course from B1, B2, and B4. At least one course from B1 or B2 must include a laboratory listed in B3:	9
B1 – Physical Science	
B2 – Life Science	
B3 – Laboratory Activity	
B4 – Mathematics/Quantitative Reasoning	
AREA C – Arts and Humanities Choose at least three units from C1 and at least three units from C2:	9
C1 – Arts	
C2 – Humanities	
AREA D – Social Sciences Choose two courses.	6
AREA E – Lifelong Learning and Self-Development Choose three units.	3
AREA F – Ethnic Studies Choose three units.	3
<hr/> TOTAL CERTIFICATE UNITS	<hr/> 39

General Education: Intersegmental General Education Transfer Curriculum (IGETC)

- Certificate of Achievement

Requirements are based on Intersegmental General Education Transfer Curriculum (IGETC) requirements (see page 73).

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 Requirements	Units
AREA 1 – English Communication	6-9
CSU: 3 courses required, one from each 1A, 1B, and 1C	
UC: 2 courses required, one from 1A and one from 1B	
1A: English Composition	
1B: Critical Thinking	
1C: Oral Communication	
AREA 2 – Mathematical Concepts and Quantitative Reasoning	3
AREA 3 – Arts and Humanities	9
At least 3 courses, with at least one from 3A and one from 3B	
3A: Arts	
3B: Humanities	
AREA 4 – Social and Behavioral Science	9
At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.	
AREA 5 – Physical and Biological Sciences	7
At least 2 courses, one from 5A and one from 5B.	
At least one course must include a laboratory listed in 5C.	
5A: Physical Science	
5B: Biological Science	
5C: Science Laboratory	
Languages Other Than English (UC requirement only)	0-5
Proficiency equivalent to two years of high school study in same language or any World Language 1A or higher course	
TOTAL CERTIFICATE UNITS	34-42

General Studies: Arts and Humanities Emphasis - Associate in Arts Degree

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

Learning Outcomes: 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 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)
ARCE 1A	Ceramic Handbuilding I (3)
ARCE 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)
ENGL 1B	Introduction to Literature(3)
ENGL 5	Introduction to Great Books (3)

Program Requirements, Courses and Learning Outcomes

ENGL 11	Literature by and About Women (3)	LING 35	Introduction to Nonverbal Communication (3)
ENGL 17	Introduction to Shakespeare (3)	LING 45	Introduction to Language and Society (3)
ENGL 18	The Bible as Literature (3)	LING 46	Introduction to Psychology of Language (3)
ENGL 22	Introduction to Poetry (3)	LING 49	Introduction to Discourse Analysis (3)
ENGL 40A	Survey of American Literature I (3)	LING 50	Introduction to American Dialects (3)
ENGL 40B	Survey of American Literature II (3)	MUSI 1	Music Appreciation (3)
ENGL 43	Comics as Literature (3)	MUSI 2	Introduction to Broadway Musicals (3)
ENGL 44	Survey of World Literature I (3)	MUSI 3	Introduction to Jazz and Pop (3)
ENGL 45	Survey of World Literature II (3)	MUSI 10A	Music Theory and Musicianship I (4)
ENGL 46	Survey of British Literature I (3)	MUSI 10B	Music Theory and Musicianship II (4)
ENGL 47	Survey of British Literature II (3)	MUSC 14A	Recording Arts I (3)
ETNC 4	Mexican-American Art in American Culture (3)	PHIL 2	Introduction to Philosophy (3)
ETNC 5	African-American Arts and Music in Amer. Culture (3)	PHIL 4	Moral Issues (3)
ETNC 6	Culture in American Film (3)	PHIL 8	Introduction to World Religions (3)
ETNC 45	Introduction to Language and Society (3)	PHIL 13	Introduction to Eastern Philosophy (3)
FREN 1A	Elementary French I (5)	PHIL 40	Introduction to Feminist Theory (3)
FREN 1B	Elementary French II (5)	SIGN 1A	Elementary American Sign Language I (5)
FREN 2A	Intermediate French (5)	SIGN 1AL	Elementary American Sign Language I Lab (1)
FREN 2B	Advanced French (5)	SIGN 1B	Elementary American Sign Language II (5)
FREN 50A	Intermediate French Conversation I (1.5)	SIGN 2A	Intermediate American Sign Language (5)
FREN 50B	Intermediate French Conversation II (1.5)	SIGN 2B	Advanced American Sign Language II (5)
GENT 1	Prehistory and Earliest Civilizations (to 1200 B.C.) (1)	SIGN 10	Structure and Culture of American Sign Language (3)
GENT 2	Foundations of the Classical World (1200-500 B.C.) (1)	SIGN 20	Introduction to Deaf Culture (3)
GENT 3	The Golden Age of Greece (500-300 B.C.) (1)	SPAN 1	Elementary Spanish I (5)
GENT 5	The Medieval World: Part I (400-1100) (1)	SPAN 1S	Elementary Spanish for Spanish Speakers I (5)
GENT 6	The Medieval World: Part II (1100-1350) (1)	SPAN 2	Elementary Spanish II (5)
GENT 7	The Early Renaissance (1350-1520) (1)	SPAN 2S	Elementary Spanish for Spanish Speakers II (5)
GENT 8	Late Renaissance and Reformation (1520-1600) (1)	SPAN 3	Intermediate Spanish I (5)
GENT 9	Foundations of the Modern World (1600-1690) (1)	SPAN 3S	Intermediate Spanish for Spanish Speakers I (5)
GENT 10	The Age of Reason (1690-1775) (1)	SPAN 4	Intermediate Spanish II (5)
GENT 11	Reaction and Revolution (1775-1815) (1)	SPAN 4S	Intermediate Spanish for Spanish Speakers II (5)
GENT 12	The Age of Progress (1815-1870) (1)	SPAN 18	Spanish Through Film (3)
GENT 13	The End of Innocence (1870-1918) (1)	SPAN 22	Spanish Composition and Conversation (5)
GENT 14	Between the Wars (1918-1945) (1)	SPAN 50A	Intermediate Spanish Conversation I (3)
GENT 15	World War II to the Present (1945-Present) (1)	SPAN 50B	Intermediate Spanish Conversation II (3)
GENT 21	Medieval and Renaissance Europe (400-1520) (3)	SPCH 4	Intercultural Communication (3)
GENT 22	The Age of Revolution (1690-1870) (3)	SPCH 5	Oral interpretation of Literature (3)
GENT 23	The Modern World (1870-Present) (3)	THEA 1	Introduction to Theatre (3)
GWOS 1	Introduction to Gender and Women's Studies (3)	THEA 4	Intercultural Drama (3)
GWOS 4	Gender, Sexuality, and Popular Culture (3)	THEA 5	Film Appreciation (3)
GWOS 11	Literature By and About Women (3)	THEA 7A	Writing for the Theatre I (3)
GWOS 15	Introduction to LGBTQ Global Literatures (3)	THEA 15A	Acting I (3)
GWOS 40	Introduction to Feminist Theory (3)	THEA 53	Theatre Enjoyment (3)
HUMA 4	Images of Women in the Arts (3)	WRLD 4A	The Roman Republic and Rise of Empire (500 BCE-14 CE) (1)
HUMA 10	Exploration of Values in Living (3)	WRLD 4B	The Roman Republic and Rise of Empire (14-600 CE) (1)
HUMA 30	Humanities in Multicultural America (3)	WRLD 20	The Classical World (1200 BCE-14 CE) (3)
HUMA 40	Introduction to Feminist Theory (3)		
JPNS 1A	Elementary Japanese I (5)	TOTAL MAJOR UNITS	18
JPNS 1B	Elementary Japanese II (5)	Associate Degree Requirements (as described above)	18
JPNS 2A	Intermediate Japanese (5)	<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
LING 10	Foundations of Language (3)	TOTAL DEGREE UNITS	60
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)		

General Studies: Communication and Analytical Thinking Emphasis

- Associate in Arts Degree

This degree provides an opportunity for students to earn an Associate in 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 Major Requirements Units

REQUIRED CORE:

Select 18 units from at least two disciplines from courses listed below: 18

BUSI 22	Effective Leadership in Business (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)
EDUC 2	Critical Thinking and Public Education (3)
ENGL 2	Argumentative Writing and Critical Thinking (3)
LING 49	Introduction to Discourse Analysis (3)
MATH 10	Mathematics for General Education (4)
MATH 12	Number Systems (4)
MATH 13	Pre-Calculus (5)
MATH 16	Elementary Statistics (4)
	or PSYC/SOCI 19 - Introduction to Statistics for the Social Sciences (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 (4)
MATH 20B	Calculus with Analytic Geometry II (4)
MATH 20C	Calculus of Several Variables (4)
MATH 31	Linear Algebra (4)
MATH 32	Differential Equations (4)
MATH 40	Discrete Mathematics (3)
MATH 263	Intermediate Algebra and Coordinate Geometry (5)
PHIL 6	Introduction to Logic (3)
PHIL 10	Introduction to Critical Thinking (3)



POLS 7	Introduction to Political Science Research Methods (3)
SOCI 15	Introduction to Research Methods (3)
SPCH 1	Public Speaking (3)
SPCH 2	Small Group Communication (3)
SPCH 3	Interpersonal Communication (3)

TOTAL MAJOR UNITS 18

Associate Degree Requirements (as described above) 18

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60

Program Requirements, Courses and Learning Outcomes

General Studies: Intercultural Studies Emphasis - Associate in Arts Degree

This degree provides an opportunity for students to earn an Associate in 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 Major Requirements Units

REQUIRED CORE:

Select 18 units from at least two disciplines from courses listed below: **18**

BUSI 38	Managing Diversity and Inclusion (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 a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60

General Studies: Natural Science Emphasis - Associate in Science Degree

This degree provides an opportunity for students to earn an Associate in Science (AS) 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 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	Human Biology (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 Laboratory (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 (4)
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 2B	General Physics II (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 a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS **60**

General Studies: Social Science Emphasis - Associate in Arts Degree

This degree provides an opportunity for students to earn an Associate in Arts (AA) degree in a comprehensive area of study. It is intended for the student who may not be currently transferring 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 Science 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 Major Requirements **Units**

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 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)
EDUC 1	Introduction to Teaching and Education (2)
EDUC 1L	Education Service Learning Lab (1)
EDUC 2	Critical Thinking and Public Education (3)
ETNC 4	Mexican-American Art in American Culture (3)
ETNC 5	African-American Arts and Music in American Culture (3)
ETNC 6	Culture in American Film (3)

Program Requirements, Courses and Learning Outcomes

ETNC 10	Introduction to Social Justice (3)	HUMA 40	Introduction to Feminist Theory (3)
ETNC 13	Introduction to Race and Ethnicity (3)	LING 15	Introduction to Linguistics (3)
ETNC 14	Sociology of Latinos and Latinas (3)	LING 25	Introduction to Language and Gender (3)
ETNC 16	African-Americans in American Government (3)	LING 30	Introduction to the History of the English Language (3)
ETNC 18	Latinos in American Government (3)	LING 35	Introduction to Nonverbal Communication (3)
ETNC 20	Native Peoples of North America (3)	LING 45	Introduction to Language and Society (3)
ETNC 22	Asian Americans and Pacific Islanders in American Society (3)	LING 46	Introduction to Psychology of Language (3)
ETNC 24	African Americans in United States History To 1865 (3)	LING 49	Introduction to Discourse Analysis (3)
ETNC 25	African Americans in United States History Since 1865 (3)	LING 50	Introduction to American Dialects (3)
ETNC 30	Gender in Global Perspective (3)	PHIL 40	Introduction to Feminist Theory (3)
ETNC 40	The African Experience (3)	POLS 1	Introduction to American Government and Politics (3)
ETNC 45	Introduction to Language and Society (3)	POLS 2	Introduction to Comparative Government and Politics (3)
GENT 1	Prehistory and Earliest Civilizations (to 1200 B.C.) (1)	POLS 3	Introduction to Political Theory and Thought (3)
GENT 2	Foundations of the Classical World (1200-500 B.C.) (1)	POLS 4	Introduction to International Relations (3)
GENT 3	The Golden Age of Greece (500-300 B.C.) (1)	POLS 5	Politics of Developing Countries (3)
GENT 5	The Medieval World: Part I (400-1100) (1)	POLS 7	Introduction to Political Science Research Methods (3)
GENT 6	The Medieval World: Part II (1100-1350) (1)	POLS 10	Gender in American Politics (3)
GENT 7	The Early Renaissance (1350-1520) (1)	POLS 16	African-Americans in American Government (3)
GENT 8	Late Renaissance and Reformation (1520-1600) (1)	POLS 18	Latinos in American Government (3)
GENT 9	Foundations of the Modern World (1600-1690) (1)	PSYC 1	General Psychology (3)
GENT 10	The Age of Reason (1690-1775) (1)	PSYC 3	Introduction to Social Psychology (3)
GENT 11	Reaction and Revolution (1775-1815) (1)	PSYC 6	Psychology of Women (3)
GENT 12	The Age of Progress (1815-1870) (1)	PSYC 19	Introduction to Statistics for the Social Sciences (4) or SOCI 19 - Introduction to Statistics for the Social Sciences (4)
GENT 13	The End of Innocence (1870-1918) (1)	PSYC 25	Lifespan Development (3)
GENT 14	Between the Wars (1918-1945) (1)	PSYC 35	Introduction to Abnormal Psychology (3)
GENT 15	World War II to the Present (1945-Present) (1)	PSYC 38	Biological Psychology (3)
GENT 21	Medieval and Renaissance Europe (400-1520) (3)	PSYC 40	Human Sexuality (3)
GENT 22	The Age of Revolution (1690-1870) (3)	PSYC 50	Health Psychology (3)
GENT 23	The Modern World (1870-Present) (3)	SIGN 10	Structure and Culture of American Sign Language (3)
GEOG 2	Introduction to Physical Geography (3)	SOCI 1	Introduction to Sociology (3)
GEOG 4	Introduction to Human Geography (3)	SOCI 2	Contemporary Social Problems (3)
GEOG 5	World Regional Geography (3)	SOCI 3	Introduction to Social Psychology (3)
GLST 1	Introduction to Global Studies (3)	SOCI 11	Mass Media and Popular Culture (3)
GLST 2	Global Issues (3)	SOCI 12	Introduction to Gender and Sexuality (3)
GWOS 1	Introduction to Gender and Women's Studies (3)	SOCI 13	Introduction to Race and Ethnicity (3)
GWOS 4	Gender, Sexuality, and Popular Culture (3)	SOCI 14	Sociology of Latinos and Latinas (3)
GWOS 10	Gender in American Politics (3)	SOCI 15	Introduction to Research Methods (3)
GWOS 12	Women in United States History (3)	SOCI 16	Global and Urban Studies (3)
GWOS 30	Gender in Global Perspective (3)	SOCI 17	Introduction to Crime and Deviance (3)
GWOS 40	Introduction to Feminist Theory (3)	SOCI 22	Asian Americans and Pacific Islanders in American Society (3)
HIST 4	Western Civilization I (3)	SOCI 40	Sociology of Marriages and Families (3)
HIST 5	Western Civilization II (3)	SPCH 4	Intercultural Communication (3)
HIST 7	World History to 1500 (3)	WRLD 4A	The Roman Republic and Rise of Empire (500 BCE-14 CE) (1)
HIST 8	World History Since 1500 (3)	WRLD 20	The Classical World (1200 BCE-14 CE) (3)
HIST 12	Women in United States History (3)		
HIST 15	History of California (3)	TOTAL MAJOR UNITS	18
HIST 17	United States History To 1877 (3)	Associate Degree Requirements (as described above)	18
HIST 18	United States History From 1865 (3)	<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
HIST 20	History of Mexico (3)	TOTAL DEGREE UNITS	60
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 and Near East (3)		

Gentrain

See also **WORLD CIVILIZATION**.

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.

GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system.

COURSE DESCRIPTIONS

GENT 1 - Prehistory and Earliest Civilizations (to 1200 BCE)

1 unit • LG-P/NP • Total hours: 17 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 visual culture of two of the earliest cultures on the planet: Sumeria and Egypt. GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in WRLD 20. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D

GENT 2 - Foundations of the Classical World (1200-500 BCE)

1 unit • LG-P/NP • Total hours: 17 hours lecture

The course examines the Minoan culture and then the concurrent cultures of the Mycenaean Greeks, Neo-Babylonians, Hittites, and the Old Testament Hebrews, focusing on history, visual culture, religion, and literature. GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in WRLD 20. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D

GENT 3 - The Golden Age of Greece (500-300 BCE)

1 unit • LG-P/NP • Total hours: 17 hours lecture

The course examines 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), Greek theater, and Greek visual culture are some of the topics treated. GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in WRLD 20. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE 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: 17 hours lecture

The course begins with a look at the Western world after the collapse of the Roman Empire and then traces the incursion of the Germanic tribes into various territories, wherein a unique culture was produced by the combination of Roman, Christian, and Germanic elements. Contemporaneous developments in the Byzantine Empire will also be investigated. Religion, visual culture, philosophy, and literature will be examined within these diverse contexts. GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in GENT 21. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE 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: 17 hours lecture

The course studies the period sometimes called “the first Renaissance”: the Christian age of Europe – the age of Thomas Aquinas, cathedrals, the Crusades, courtly love, and Dante. It is also an age of economic recovery, urban expansion, and the establishment of universities. GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in GENT 21. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D

GENT 7 - The Early Renaissance (1350-1520)

1 unit • LG-P/NP • Total hours: 17 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, known as the “Renaissance.” It features many of the places, figures, and events that define the era, including Florence, the Medici, the growth of trade, the Hundred Years War, Humanism, new music, philosophy, Machiavelli, Chaucer, and visual culture including Donatello and Leonardo da Vinci. GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in GENT 21. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D

GENT 8 - Late Renaissance and Reformation (1520-1600)

1 unit • LG-P/NP • Total hours: 17 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 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in GENT 21. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D

Program Requirements, Courses and Learning Outcomes

GENT 9 - Foundations of the Modern World (1600-1690)

1 unit • LG-P/NP • Total hours: 17 hours lecture

The course considers the period in which the foundation for the modern world was established, characterized by 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 literature including the metaphysical poets and John Milton. GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in GENT 22. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D

GENT 10 - The Age of Reason (1690-1775)

1 unit • LG-P/NP • Total hours: 17 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, movements in the arts, 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 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in GENT 22. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D

GENT 11 - Reaction and Revolution (1775-1815)

1 unit • LG-P/NP • Total hours: 17 hours lecture

The course studies the causes, events, central figures, and consequences of the French Revolution and the Napoleonic age, examining some of the most important ideological bases and expressions of the turbulent age in philosophy, literature, and visual culture, 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 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in GENT 22. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D

GENT 12 - The Age of Progress (1815-1870)

1 unit • LG-P/NP • Total hours: 17 hours lecture

The course is an examination of the Industrial Revolution and some of its most important consequences, positive and negative. It also looks at the second generation of Romanticism in music, art and literature, in part as a response to industrialization, and the way the disillusionments of Romanticism led into the age of Realism in the arts. GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in GENT 23. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D



GENT 13 - The End of Innocence (1870-1918)

1 unit • LG-P/NP • Total hours: 17 hours lecture

The course investigates 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, Post-Impressionism, Symbolism, Expressionism, Cubism, Futurism, Marxism, and Freudianism. It culminates with World War I and the Russian Revolution. GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in GENT 23. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D

GENT 14 - Between the Wars (1918-1945)

1 unit • LG-P/NP • Total hours: 17 hours lecture

The course is a look at the period between, leading up to, and including World War II. It examines such topics as Communism and Stalinism and the rise of fascism, the impact of the Great Depression, and cultural responses to the challenges of the period, including radical new kinds of art, literature, and philosophy. GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in GENT 23. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE 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: 17 hours lecture

The course examines selected aspects of world history and culture since 1945, 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 rapidly changing world. GENT 1 through 15 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in GENT 23. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D

GENT 21 - Medieval and Renaissance Europe (400-1520)

3 units • LG-P/INP • Total hours: 51 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 WRLD 4B, GENT 5, 6, or 7. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B; MPC, Area C, D

GENT 22 - The Age of Revolution (1690-1870)

3 units • LG-P/INP • Total hours: 51 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 8, 9, 10, or 11. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B; MPC, Area C, D

GENT 23 - The Modern World (1870-Present)

3 units • LG-P/INP • Total hours: 51 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 12, 13, 14, or 15. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B; MPC, Area C, D

GENT 401 - Prehistory and Earliest Civilizations (to 1200 BCE)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults and begins with a brief look at human origins and the earliest cave paintings, and then moves on to study the history, literature, religion, and visual culture of two of the earliest cultures on the planet: Sumeria and Egypt. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 402 - Foundations of the Classical World (1200-500 BCE)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to examine the Minoan culture and then the concurrent cultures of the Mycenaean Greeks, Neo-Babylonians, Hittites, and the Old Testament Hebrews, focusing on history, visual culture, religion, and literature. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 403 - The Golden Age of Greece (500-300 BCE)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to examine 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), Greek theatre, and Greek visual culture are some of the topics treated. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online. Also offered fully online.

GENT 404A - The Roman Republic and Rise of Empire (500 BCE-14 CE)

0 units • NC • Total hours: 17 hours lecture

This course is designed for Older Adults to examine the origins of the Roman Republic and its transition to an Empire under Augustus, considering such topics as law, engineering, military tactics, political institutions, literature, religion and philosophy, and visual culture. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 405 - Medieval World: Part I (400-1100)

0 units • NC • Total hours: 17 hours lecture

This course is designed for Older Adults to look at the Western world after the collapse of the Roman Empire and then trace the incursion of the Germanic tribes into various territories, wherein a unique culture was produced by the combination of Roman, Christian, and Germanic elements. Contemporaneous developments in the Byzantine Empire will also be investigated. Religion, visual culture, philosophy, and literature will be examined within these diverse contexts in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 406 - The Medieval World: Part II (1100-1350)

0 units • NC • Total hours: 17 hours lecture

This course is designed for Older Adults to study the period sometimes called "the first Renaissance": the Christian age of Europe – the age of Thomas Aquinas, cathedrals, the Crusades, courtly love, and Dante. It is also an age of economic recovery, urban expansion, and the establishment of universities. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 407 - The Early Renaissance (1350-1520)

0 units • NC • Total hours: 17 hours lecture

This course is designed for Older Adults to examine the changes in Western life and thought that resulted from the rediscovery of the classical ages of Greece and Rome, known as the "Renaissance." It features many of the places, figures, and events that define the era, including Florence, the Medici, the growth of trade, the Hundred Years War, Humanism, new music, philosophy, Machiavelli, Chaucer, and visual culture including Donatello and Leonardo da Vinci. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

Program Requirements, Courses and Learning Outcomes

GENT 408 - Late Renaissance and Reformation (1520-1600)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to examine 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. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 409 - Foundations of the Modern World (1600-1690)

0 units • NC • Total hours: 17 hours lecture

This course is designed for Older Adults to consider the period in which the foundation for the modern world was established, characterized by 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 literature including the metaphysical poets and John Milton. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 410 - The Age of Reason (1690-1775)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults and 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, movements in the arts, 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. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 411 - Reaction and Revolution (1775-1815)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to study the causes, events, central figures and consequences of the French Revolution and the Napoleonic age. Additionally, it examines the connections between this historical 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. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 412 - The Age of Progress (1815-1870)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to examine 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. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 413 - The End of Innocence (1870-1918)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to investigate 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, Post-Impressionism, Symbolism, Expressionism, Cubism, Futurism, Marxism and Freudianism. It culminates with World War I and the Russian Revolution. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 414 - Between the Wars (1918-1945)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to examine the period 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. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 415 - World War II to the Present (1945-Present)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to examine the selected aspects of world history and culture since 1945, 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 rapidly changing world. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

Geography

COURSE DESCRIPTIONS

GEOG 2 - Introduction to Physical Geography

3 units • LG • Total hours: 51 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). Portions of instruction may be offered online; may also be offered fully online. [C-ID GEOG 110]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

GEOG 4 - Introduction to Human Geography

3 units • LG • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID GEOG 120]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

GEOG 5 - World Regional Geography

3 units • LG • Total hours: 51 hours lecture

This course offers a survey of the world's culture regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasis is on spatial and historical influences on population growth, transportation networks, and natural environments. The course also covers identification and importance of the significant features of regions. Portions of instruction may be offered online; may also be offered fully online. [C-ID GEOG 125]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D



Geology

PROGRAM OF STUDY

- Geology**

- Associate in Science for Transfer Degree



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 AS-T 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:

- Use observations of outcrops and/or landscape morphology to interpret basic geologic history and processes.
- 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.

Associate in Science for Transfer Degree Major Requirements	Units
REQUIRED CORE:	26
CHEM 1A General Chemistry I (5)	
CHEM 1B General Chemistry II (5)	
GEOL 2 Physical Geology (3) and GEOL 2L - Physical Geology Laboratory (1)	
GEOL 3 Historical Geology (3) and GEOL 3L - Historical Geology Laboratory (1)	
MATH 20A Calculus with Analytic Geometry I (4)	
MATH 20B Calculus with Analytic Geometry II (4)	
TOTAL MAJOR UNITS	26
Associate Degree Requirements (as described above)	26
<i>Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).</i>	
TOTAL DEGREE UNITS	60

COURSE DESCRIPTIONS

GEOL 2 - Physical Geology

3 units • LG-P/NP • Total hours: 51 hours lecture

This course offers an introduction to the principles of geology with emphasis on Earth processes. It focuses on the internal structure and landscape morphology of the Earth and the processes that change it. Portions of instruction may be offered online; may also be offered fully online. [C-ID GEOL 100]

Corequisite: GEOL 2L • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B1; IGETC, Area 5A; MPC, Area B (with GEOL 2L)

GEOL 2L - Physical Geology Laboratory

1 unit • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID GEOL 100L]

Corequisite: GEOL 2 • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B3; IGETC, Area 5C; MPC, Area B (with GEOL 2)

GEOL 3 - Historical Geology

3 units • LG-P/NP • Total hours: 51 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]

Corequisite: GEOL 3L • *Advisory:* Completion of or concurrent enrollment in ENGL 1A; eligibility for MATH 10, 13, 16, 17, or 18 • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B1; IGETC, Area 5A; MPC, Area B (with GEOL 3L)

GEOL 3L - Historical Geology Laboratory

1 unit • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID GEOL 110L]

Corequisite: GEOL 3 • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B3; IGETC, Area 5C; MPC, Area B (with GEOL 3)

**GEOL 9 - Earth Catastrophes and Disasters**

3 units • LG-P/INP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A; eligibility for MATH 263 • Credit transferable: CSU, UC • GE Credit: CSU, Area B1; IGETC, Area 5A

GEOL 12 - Earth Ocean Climate: Introduction to Earth Science

3 units • LG-P/INP • Total hours: 51 hours lecture

This course offers an introduction to the essentials of earth science, including the geosphere, atmosphere, hydrosphere, and solar system. It focuses on the interactions between physical and chemical systems of the Earth, such as the tectonic cycle, rock cycle, hydrologic cycle, weather, and climate. Portions of instruction may be offered online; may also be offered fully online. [C-ID GEOL 120]

Corequisite: GEOL 12L • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area B1; IGETC, Area 5A; MPC, Area B (with GEOL 12L)

GEOL 12L - Earth Ocean Climate: Introduction to Earth Science Laboratory

1 unit • LG-P/INP • Total hours: 51 hours lab

This is the laboratory component to GEOL 12. It includes the study of the geosphere, atmosphere, hydrosphere, and solar system. It focuses on the physical and chemical systems of the Earth, such as the tectonic cycle, rock cycle, hydrologic cycle, weather, and climate. Portions of instruction may be offered online; may also be offered fully online. [C-ID GEOL 120L]

Corequisite: GEOL 12 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area B3; IGETC, Area 5C; MPC, Area B (with GEOL 12)

Global Studies

PROGRAM OF STUDY

- **Global Studies**
- Associate in Arts for Transfer Degree



Global Studies

- Associate in Arts for Transfer Degree

The Associate in Arts in Global Studies for Transfer degree (AA-T in Global Studies) program at Monterey Peninsula College is designed to ensure students can analyze the processes and consequences of globalization. The focus of the program will be global problem-solving in the current neoliberal era, with the goal of preparing students to understand the interaction of individuals, nation-states, non-governmental actors, and international organizations. The purpose of this major is to provide students with the education and the preparation necessary for transfer into the CSU system to pursue a baccalaureate degree in Global Studies 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:

- Analyze the ongoing phenomenon of globalization employing concepts including but not limited to hegemony, neoliberalism, interdependence, diaspora, Eurocentrism and Orientalism.
- Develop research projects employing the diverse methodologies of the social sciences and humanities.
- Assess the interdependence of global issues, such as inequality, food insecurity, global climate change, terrorism, and community displacement.

Associate in Arts for Transfer Degree Major Requirements Units

REQUIRED CORE: 6

- GLST 1 Introduction to Global Studies (3)
- GLST 2 Global Issues (3)

Select five courses from at least four of the following areas: 15-19

Area 1: Culture and Society

- ANTH 4 Introduction to Cultural Anthropology (3)
- HIST 8 World History Since 1500 (3)

Area 2: Geography

- GEOG 2 Introduction to Physical Geography (3)
- GEOG 4 Introduction to Human Geography (3)

Area 3: Economics

- ECON 2 Principles of Economics: Macro (3)
- ECON 4 Principles of Economics: Micro (3)

Area 4: Politics

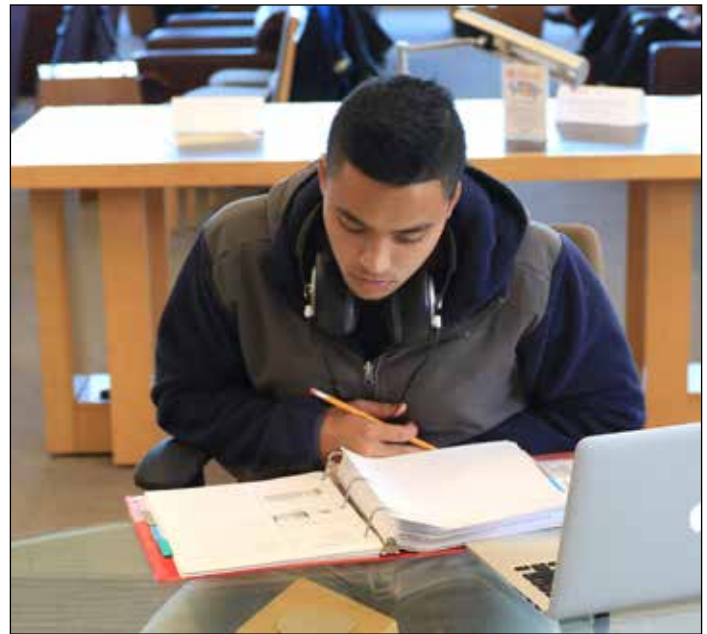
- POLS 2 Introduction to Comparative Government and Politics (3)
- POLS 4 Introduction to International Relations (3)

Area 5: Humanities

- ENGL 44 Survey of World Literature I (3)
- ENGL 45 Survey of World Literature II (3)

Any 3rd or 4th term foreign language course:

- FREN 2A Intermediate French (5)
- FREN 2B Advanced French (5)
- JPNS 2A Intermediate Japanese (5)



- SPAN 3 Intermediate Spanish I (5)
- SPAN 3S Intermediate Spanish for Spanish Speakers I (5)
- SPAN 4 Intermediate Spanish II (5)
- SPAN 4S Intermediate Spanish for Spanish Speakers II (5)

TOTAL MAJOR UNITS 21-25

Associate Degree Requirements (as described above) 21-25

Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS 60

COURSE DESCRIPTIONS

GLST 1 - Introduction to Global Studies

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

GLST 2 - Global Issues

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

Health

PROGRAM OF STUDY

- **Health Service Professions**
- *Certificate of Achievement*

Health Service Professions - *Certificate of Achievement*

This certificate is designed to inform health career-bound students about a variety of options while completing coursework that is foundational or required for transfer level health credentials and/or stackable CTE program degrees and certificates. Students who complete this certificate will be able to navigate the career preparation pathways of choice. Supports fulfillment of Area B science requirements and introductory coursework for a healthcare discipline Associate in Science degree: Dental Assisting, Human Services, Nursing, Medical Assisting, Nutrition, Kinesiology or Physical Education Aide.

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

- Identify two or more health careers that match personal interest and aptitude.
- Formulate a plan for completing a chosen healthcare credential.

Certificate of Achievement Requirements	Units
REQUIRED CORE:	11-12
ANAT 5 Human Biology (4)	
CHEM 1A General Chemistry I (5) or CHEM 30A - Introductory Chemistry for Health Sciences (4)	
HLTH 4 Healthy Living (3)	
Select one course from the following:	1-3
DNTL 100 Orientation to Dental Careers (2)	
HUMS 50 Introduction to Human Services (3)	
MEDA 100 Introduction to Health Careers (1)	
NURS 150 Nursing Program Readiness (1.5)	
NUTF 1 Nutrition (3)	
NUTF 2 Introduction to Careers in Nutrition, Dietetics, and Food (1)	
KINS 40 Introduction to Kinesiology (3)	
KINS 45 Introduction to Careers in Sports Medicine and Allied Health Professions (3)	
TOTAL CERTIFICATE UNITS	12-15



COURSE DESCRIPTIONS

HLTH 4 - Healthy Living

3 units • LG-P/INP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: HLTH 4, HLTH 7 combined: maximum credit, 1 course) • GE Credit: CSU, Area E; MPC, Area E1

HLTH 5 - First Aid and CPR

3 units • LG-P/INP • Total hours: 42.5 lecture; 25.5 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID KIN 101]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • Materials Fee: \$38

HLTH 7 - Women's Health

3 units • LG-P/INP • Total hours: 51 hours lecture

This course focuses on women's health, including aspects of reproductive health such as birth control, pregnancy, childbirth, and lactation, female anatomy and physiology throughout the life cycle, exercise, nutrition, and how to make informed choices that support overall mental and physical health. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: HLTH 4, HLTH 7 combined: maximum credit, 1 course) • GE Credit: CSU, Area E; MPC, Area E1

History

PROGRAM OF STUDY

- **History**
- Associate in Arts for Transfer Degree



History - Associate in Arts for Transfer Degree

The History Department offers the Associate in Arts in History for Transfer (AA-T in History) degree 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 Degree Major Requirements **Units**

REQUIRED CORE: **6**

- HIST 17 United States History to 1877 (3)
- HIST 18 United States History from 1865 (3)

LIST A: Select two courses from the following: **6**

- 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)

LIST B: Select one course from each area: **6-8**

AREA 1: Select one course from the following:

- Any List A course 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 and 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 2A Advanced American Sign Language I (5)
- SIGN 2B Advanced American Sign Language II (5)
- SOCI 2 Contemporary Social Problems (3)



- SPAN 1 Elementary Spanish I (5)
- SPAN 1S Elementary Spanish for Spanish Speakers I (5)
- SPAN 2 Elementary Spanish II (5)
- SPAN 2S Elementary Spanish for Spanish Speakers II (5)
- SPAN 3 Intermediate Spanish I (5)
- SPAN 3S Intermediate Spanish for Spanish Speakers I (5)
- SPAN 4 Intermediate Spanish II (5)
- SPAN 4S Intermediate Spanish for Spanish Speakers II (5)

AREA 2: Select one course from the following:

- Any List A course 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)

TOTAL MAJOR UNITS **18-20**

Associate Degree Requirements (as described above) **18-20**

Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS **60**

COURSE DESCRIPTIONS

HIST 4 - Western Civilization I

3 units • LG-P/NP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D;

IGETC, Area 3B, 4; MPC, Area D

HIST 5 - Western Civilization II

3 units • LG-P/NP • Total hours: 51 hours lecture

Survey of the development of western culture and civilization from absolutism to the present. Portions of instruction may be offered online; may also be offered fully online. [C-ID HIST 180]

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D;

IGETC, Area 3B, 4; MPC, Area D

HIST 6 - History of World Religions

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B;

MPC, Area C, D, F

HIST 7 - World History to 1500

3 units • LG-P/NP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D;

IGETC, Area 3B, 4; MPC, Area D

HIST 8 - World History Since 1500

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID HIST 160]

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D;

IGETC, Area 3B, 4; MPC, Area D

HIST 10 - Modern Latin America

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE 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 • Total hours: 51 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 GWOS 12; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area C2; D;

IGETC, Area 3B, 4; MPC, Area D, F

HIST 15 - History of California

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE 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 • Total hours: 51 hours lecture

This course offers a historical survey of the European colonization of North America and ideals in the United States from pre-colonial times through Reconstruction. It presents ethnic, physical, economic, social, and cultural influences on the development of the United States from a variety of points of view. Satisfies CSU American History requirement. Portions of instruction may be offered online; may also be offered fully online. [C-ID HIST 130]

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D;

IGETC, Area 3B, 4; MPC, Area D

HIST 18 - United States History from 1865

3 units • LG-P/NP • Total hours: 51 hours lecture

This course offers a 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID HIST 140]

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D;

IGETC, Area 3B, 4; MPC, Area D

Program Requirements, Courses and Learning Outcomes



HIST 20 - History of Mexico

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D

HIST 23 - Chicano History 1848 to Present

3 units • LG-P/NP • Total hours: 51 hours lecture

This course offers an introduction to the Chicano History in the United States from 1848 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 ETNC 23; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, F

HIST 24 - African Americans in United States History to 1865

3 units • LG-P/NP • Total hours: 51 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 ETNC 24; credit may be earned only once. Portions of this course may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, F

HIST 25 - African Americans in United States History Since 1865

3 units • LG-P/NP • Total hours: 51 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 ETNC 25; credit may be earned only once. Portions of this course may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, F

HIST 40 - The African Experience

3 units • LG-P/NP • Total hours: 51 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 ETNC 40; credit may be earned only once.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area D

HIST 47 - History of the Ancient Mediterranean and Near East

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area D

Horticulture

PROGRAMS OF STUDY

- **Horticulture**
- Associate in Science Degree
- Certificate of Achievement
- **Landscape Irrigation**
- Certificate of Achievement
- **Landscape Pest Management**
- Certificate of Achievement
- **Tree Care Specialist**
- Certificate of Achievement

Horticulture

- Certificate of Achievement

This certificate of achievement has been designed with input from industry partners. The Horticulture Program is designed to provide students with a foundation in horticulture, with the opportunity to prepare for industry-recognized certifications in Landscape Pest Management, Landscape Irrigation, and Tree Care Specialist. With the addition of General Education coursework, students may earn an Associate in Science degree.

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

- Practice basic botany to identify, propagate and cultivate plants in landscape or nursery settings.
- Apply basic principles of garden design with consideration for soil, climate, drainage, water conservation and sustainability.
- Identify, monitor and manage pest and nutrition issues of plants in landscape or nursery settings.
- Identify two hundred horticultural plants by common name, scientific name and cultivar.

Certificate of Achievement Requirements	Units
REQUIRED CORE:	15
HORT 51 Introduction to Horticulture I (3)	
HORT 52 Introduction to Horticulture II (3)	
HORT 61 Plant Identification: Shrubs, Vines, Ground Covers (3)	
HORT 62 Plant Identification: Trees, Annuals, Perennials (3)	
HORT 65 Basic Landscape Design (3)	
Select a Specialization:	3-3.5
Landscape Irrigation	
HORT 70 Irrigation Design and Water Economy (3)	
Landscape Pest Management	
HORT 78 Integrated Pest Management (3)	
Tree Care Specialist	
HORT 55 Tree Care (3)	
HORT 202 Landscape Pruning (.5)	
TOTAL CERTIFICATE UNITS	18-18.5



Horticulture

- Associate in Science Degree

The Associate in Science degree in Horticulture represents a well-rounded education in plant science: plant identification, propagation and use, and garden design. The degree will include at least one of the following specializations: irrigation, pest management, and/or tree care specialist. Students will be well prepared for industry-recognized certifications.

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

- Practice basic botany to identify, propagate and cultivate plants in landscape or nursery settings.
- Apply basic principles of garden design with consideration for soil, climate, drainage, water conservation and sustainability.
- Identify, monitor and manage pest and nutrition issues of plants in landscape or nursery settings.
- Identify two hundred horticultural plants by common name, scientific name and cultivar.

Associate in Science Degree Major Requirements	Units
REQUIRED CORE:	15
HORT 51 Introduction to Horticulture I (3)	
HORT 52 Introduction to Horticulture II (3)	
HORT 61 Plant Identification: Shrubs, Vines, Ground Covers (3)	
HORT 62 Plant Identification: Trees, Annuals, Perennials (3)	
HORT 65 Basic Landscape Design (3)	
Select a Specialization:	3-3.5
Landscape Irrigation	
HORT 70 Irrigation Design and Water Economy (3)	
Landscape Pest Management	
HORT 78 Integrated Pest Management (3)	
Tree Care Specialist	
HORT 55 Tree Care (3)	
HORT 202 Landscape Pruning (.5)	
TOTAL MAJOR UNITS	18-18.5
Associate Degree Requirements (as described above)	18-18.5
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
TOTAL DEGREE UNITS	60

Program Requirements, Courses and Learning Outcomes

Landscape Irrigation

- Certificate of Achievement

This certificate gives students a grounding in sustainable landscape irrigation based on local practices. It includes the opportunity to become certified as a Qualified Water Efficient Landscaper (QWEL). QWEL is a widely recognized certification based on principles of sustainable landscape design and water conservation in the design and management of landscape irrigation systems.

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

- Pass the Qualified Water Efficient Landscaper exam.
- Conduct a landscape water audit and make recommendations to enhance efficiency.
- Design a small landscape irrigation system appropriate to the soil and plant materials.
- Determine the water needs of landscape species.
- Explain and apply the evapotranspiration rates of the Monterey Peninsula throughout the irrigation season.
- Explain and choose appropriate irrigation components for water delivery and scheduling.

Certificate of Achievement Requirements		Units
HORT 51	Introduction to Horticulture I (3)	
HORT 52	Introduction to Horticulture II (3)	
HORT 70	Irrigation Design and Water Economy (3)	
TOTAL CERTIFICATE UNITS		9

Landscape Pest Management

- Certificate of Achievement

This certificate gives students a grounding in the principles of integrated pest management in landscape and nursery settings. Integrated pest management stresses identification and monitoring of plant pests and diseases and finding the least harmful control method for the situation. Students will be familiar with invertebrate and vertebrate pests, fungal and bacterial diseases, nutritional deficiencies and weed control, and with the variety of possible control strategies. Students with this certification will be prepared for the Qualified Applicator Certificate exam administered by the California Department of Pesticide Regulation, a widely recognized certification among horticultural employers.

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

- Recognize ten or more insect pests and make judgments about monitoring and managing them in landscape or nursery settings.
- Recognize ten or more plant diseases and make judgments about preventing and managing them in landscape or nursery settings.
- Recognize three or more plant nutritional deficiencies and make judgments about addressing them in landscape or nursery settings.
- Read pesticide labels, understand hazards associated with products, and use appropriate application techniques according to label directions.
- Pass the Qualified Applicator Certificate exam administered by the California Department of Pesticide Regulation.

Certificate of Achievement Requirements		Units
HORT 51	Introduction to Horticulture I (3)	
HORT 52	Introduction to Horticulture II (3)	
HORT 78	Integrated Pest Management (3)	
TOTAL CERTIFICATE UNITS		9



Tree Care Specialist

- Certificate of Achievement

This certificate gives students a grounding in horticulture with a focus on trees and tree care. The student will be prepared for the Certified Arborist exam administered by the International Society of Arboriculture.

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

- Identify and name 80-100 tree species and cultivars and discuss placement and care in landscape settings.
- Describe and practice correct pruning techniques in young and established trees.
- Apply basic botanical and horticultural knowledge to the cultivation and care of trees in the landscape or nursery setting.
- Pass the Certified Arborist exam administered by the International Society of Arboriculture.

Certificate of Achievement Requirements		Units
HORT 51	Introduction to Horticulture I (3)	
HORT 52	Introduction to Horticulture II (3)	
HORT 55	Tree Care (3)	
HORT 202	Landscape Pruning (.5)	
TOTAL CERTIFICATE UNITS		9.5

COURSE DESCRIPTIONS

HORT 51 - Introduction to Horticulture I

3 units • LG-P/INP • Total hours: 42.5 hours lecture; 25.5 hours lab

This course introduces students to career opportunities and skills needed to be successful in the horticulture industry. It explores plant science, including plant structure, growth processes, planting techniques, fertilizers, garden color, pruning options, lawn care strategies, and the basics of plant propagation and pest control. Field trips may be included. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

HORT 52 - Introduction to Horticulture II

3 units • LG-P/INP • Total hours: 42.5 hours lecture; 25.5 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

HORT 53 - Soil Science and Management

4 units • LG-P/INP • Total hours: 51 hours lecture; 51 hours lab

This course offers an examination of the biological, chemical, physical, and genetic composition of soils. It includes soil sampling, testing, and analysis of soil quality. It also covers exploration of strategies to improve soil quality and soil conservation for environmental and agricultural purposes. The course also offers an introductory overview of soils and human civilizations, including water management, agricultural production, and septic and gray water systems. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area B

HORT 55 - Tree Care

3 units • LG-P/INP • Total hours: 42.5 hours lecture; 25.5 hours lab

This course offers an introduction to the selection, care and management of trees in the Monterey Peninsula landscape and beyond. This course helps students prepare for the International Society of Arboriculture (ISA) certification exam and covers planting, training, protecting, and fertilizing trees. Basic pruning, plant biology, and soil/water/nutrient management are also discussed, along with pest and disease diagnosis and control, fruit tree care, tree identification, and unique aspects of operating a tree maintenance business, including safe work practices in arboriculture. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HORT 61 - Plant Identification: Shrubs, Vines, and Ground Covers

3 units • LG-P/INP • Total hours: 42.5 hours lecture; 25.5 hours lab

This course covers identification, habits of growth, cultural requirements, and use of ornamental plants in the landscape. It focuses on the selection, planting, care and maintenance of ornamental and native shrubs, vines and groundcovers. Field trips are included. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HORT 62 - Plant Identification: Trees, Annuals, and Perennials

3 units • LG-P/INP • Total hours: 42.5 hours lecture; 25.5 hours lab

This course covers the identification, habits of growth, cultural requirements, and use of ornamental plants in the landscape. It focuses on the selection and care of trees, shrubs, hedges, ornamental grasses, annuals, and perennials for use in California landscapes. Students are also introduced to the fundamentals of landscape planning, design, and maintenance. Field trips may be included. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HORT 63 - Plant Propagation

3 units • LG-P/INP • Total hours: 42.5 hours lecture; 25.5 hours lab

This course covers plant propagation principles and techniques, including seed collection, cuttings, budding, grafting, layering, division, leaf pieces, and tissue culture. Students discuss the facilities, equipment, and tools required for nursery and greenhouse production, growing media and fertilizers, and the appropriate hormones and chemicals used in basic propagation procedures. It also covers sanitation, propagation scheduling, lining out, and potting up. Field trips may be included. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HORT 64 - Growing and Using California Native Plants

3 units • LG-P/INP • Total hours: 42.5 hours lecture; 25.5 hours lab

Students learn how to select, grow and use California native plants for commercial or private use and/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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HORT 65 - Basic Landscape Design

3 units • LG-P/INP • Total hours: 42.5 hours lecture; 25.5 hours lab

This course is an introduction to the principles of landscape design: drafting techniques, landscape drawing, site analysis, selection of plant materials, maintenance specifications, and cost considerations are covered. Students are also given the opportunity to solve real-world problems and practice working with clients. Drafting equipment is required. Field trips may be included. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HORT 66 - Intermediate Landscape Design

3 units • LG-P/INP • Total hours: 42.5 hours lecture; 25.5 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

Program Requirements, Courses and Learning Outcomes



HORT 70 - Irrigation Design and Water Economy 3 units • LG-P/INP • Total hours: 51 hours lecture

This is a course in the theory and practice of designing water efficient irrigation systems for sustainable garden and landscape projects including drip and sprinkler devices, water supply assessment, soil testing, smart controllers, hydraulics, pipe sizing, backflow prevention and current topics in landscape irrigation, all with a focus on water conservation. The course content prepares students for the Qualified Water Efficient Landscaper (QWEL) certification exam. Field trips may be included. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HORT 72 - Landscape Construction 3 units • LG-P/INP • Total hours: 42.5 hours lecture; 25.5 hours lab

This lecture and lab class offers instruction and practice in reading landscape plans and the processes of making landscape installations. Skill development through hands-on activities or simulations involving some of these: grading, planting, paving, walks, decking, irrigation, lighting, retaining walls, or fencing. Safe and efficient use of tools and power equipment included. Plan reading, job planning, and cost estimating skills also covered. Safe work practices required. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HORT 78 - Integrated Pest Management 3 units • LG-P/INP • Total hours: 42.5 hours lecture; 25.5 hours lab

This course covers the theory and practice of integrated pest management (IPM) in managed landscapes or nursery operations. IPM stresses identification and monitoring of plant pests and determining whether control measures are justified and selecting the least harmful tactic if control measures are deemed necessary. Identifying common plant diseases, weeds, invertebrate and vertebrate pests is stressed. The safe and effective use of pesticides is also covered. This course helps prepare students for the Qualified Applicator Certificate (QAC) exam administered by the Calif. Dept. of Pesticide Regulation. Field trips may be included. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HORT 202 - Landscape Pruning .5 units • P/INP • Total hours: 8.5 hours lecture; 3 hours lab

This course offers hands-on experience pruning common ornamental plants, including flowering trees, shrubs, vines, roses and/or fruit trees. Winter versus summer pruning is discussed, along with the appropriate selection of plants for special pruning techniques, such as bonsai, topiaries, and hedging. Portions of instruction may be offered online; may also be offered fully online.

HORT 210 - Current Topics in Horticulture .5 units • LG-P/INP • Total hours: 8.5 hours lecture

This course covers topics of current interest and importance presented by specialists in the field of Horticulture. Portions of instruction may be offered online; may also be offered fully online.

HORT 425 - Successful Gardening Techniques 0 units • NC • Total hours: 34 hours lab

This course covers fundamental horticultural techniques for home gardeners including tool selection and maintenance, pruning, soil management, planting, fertilizing, irrigation, and pest and disease control. Portions of instruction may be offered online; may also be offered fully online.

Hospitality

PROGRAMS OF STUDY

- **Baking and Pastry Arts**
 - Certificate of Achievement
 - Certificate of Completion (Noncredit)
- **Hospitality Entrepreneurship**
 - Certificate of Achievement
- **Sustainable Culinary Arts**
 - Certificate of Achievement
 - Certificate of Completion (Noncredit)
- **Sustainable Food and Beverage Management**
 - Associate in Science Degree
 - Certificate of Achievement
- **Sustainable Hospitality Management**
 - Associate in Science Degree
- **Wine Professional Level I**
 - Certificate of Training
- **Wine Professional Level II**
 - Certificate of Achievement
 - Certificate of Completion (Noncredit)

Baking and Pastry Arts

- Certificate of Achievement
- Noncredit Certificate of Completion

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 Achievement Requirements		Units
HOSP 66	Hospitality Career Readiness	1
HOSP 77	Bakeshop: Yeasted and Non-Yeasted Breads	1
HOSP 78	Bakeshop: Basic Baking Techniques	1
HOSP 81	Bakeshop: Pies and Tarts	1
HOSP 82	Bakeshop: Cakes, Tortes and Decorating Techniques	1
HOSP 83	Bakeshop: French Pastries and Rest.-Style Desserts	1
HOSP 84	Chocolate I: Introduction to Chocolate	.5
HOSP 87	Bakeshop: Regional French Desserts	1
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)	
HOSP 20	Catering (2)	
TOTAL (CREDIT) CERTIFICATE UNITS		9.5-10.5



Noncredit Certificate of Completion Requirements		Units	Hours
HOSP 477	Bakeshop: Yeasted and Non-Yeasted Breads	0	34
HOSP 478	Bakeshop: Basic Baking Techniques	0	36.5
HOSP 481	Bakeshop: Pies and Tarts	0	36
HOSP 482	Bakeshop: Cakes, Tortes and Decorating Tech	0	36.5
HOSP 483	Bakeshop: French Pastries and Restaurant-Style Desserts	0	36.5
HOSP 484	Chocolate I: Introduction to Chocolate	0	18
HOSP 487	Bakeshop: Regional French Desserts	0	36.5
HOSP 488	Chocolate II: Chocolates and Confections	0	18
TOTAL (NONCREDIT) CERTIFICATE HOURS		0	252

Hospitality Entrepreneurship

- Certificate of Achievement

The Hospitality Entrepreneurship Certificate of Achievement program is designed for students who seek the skills and knowledge required for a hospitality entrepreneurial venture. This program is designed for students who want to add entrepreneurial abilities to their current skill set or open their own business.

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

- Build an actionable comprehensive business plan to start and operate a hospitality venture.

Certificate of Achievement Requirements		Units
REQUIRED CORE:		10.5
BUSI 44	Introduction to Business Ownership/Management (3)	
HOSP 23	Culinary Foundations of Professional Cooking I (3)	
HOSP 58	Sanitation, Safety, Equipment (3)	
HOSP 63	Hospitality Supervision (1.5)	
Select two courses from the following:		6
BUSI 20	Introduction to Business (3)	
BUSI 46	Entrepreneurial Mindset (3)	
BUSI 49	Professional Selling (3)	
BUSI 54	Introduction to E-Marketing (3)	
BUSI 120B	QuickBooks Online Accounting Software (3)	
TOTAL CERTIFICATE UNITS		16.5

Program Requirements, Courses and Learning Outcomes

Sustainable Culinary Arts

- Certificate of Achievement

- Noncredit Certificate of Completion

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. Students who complete this certificate will also be prepared to create their own Cottage Food Business.

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 Achievement Requirements		Units
REQUIRED CORE:		17
COOP 91.21	Hospitality Work Experience (1)	
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 I (3)	
HOSP 24	Culinary Foundations II (3)	
HOSP 58	Sanitation, Safety, Equipment (3)	
HOSP 66	Hospitality Career Readiness (1)	
HOSP 78	Bakeshop: Basic Baking Techniques (1)	
TOTAL (CREDIT) CERTIFICATE UNITS		17

Noncredit Certificate of Completion Requirements		Hours	Units
HOSP 420	Catering	68	0
HOSP 421	Urban Agriculture Culinary Arts	42.5	0
HOSP 422	Farm to Table Sustainable Cooking	42.5	0
HOSP 423	Culinary Foundations I	85	0
HOSP 424	Culinary Foundations II	85	0
HOSP 425	Cottage Food Business	17	0
HOSP 480	Food Safety Certification	8.5	0
TOTAL (NONCREDIT) CERTIFICATE HOURS		348.5	0

Sustainable Food and Beverage Management

- Certificate of Achievement

The Sustainable Food and Beverage Management Certificate of Achievement 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 profitable food and beverage outlet according to safety and sanitation guidelines using sustainable practices.

Certificate of Achievement Requirements		Units
REQUIRED CORE:		13.5
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 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 three units from the following:		1-3
BUSI 44	Introduction to Business Ownership/Management (3)	
BUSI 54	Introduction to E-Marketing (3)	
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 42	Wine Service (1.5)	
HOSP 43	Origins of Wine (1.5)	
HOSP 44	Beer, Wine & Spirits (1.5)	
HOSP 45	Food and Wine Pairing (1.5)	
HOSP 46	Monterey County Wines (.5)	
HOSP 51	Introduction to the Hospitality Industry (3)	
HOSP 60	Special Events Management (3)	
HOSP 61	Professional Meeting Planning (1.5)	
HOSP 66	Hospitality Career Readiness (1)	
HOSP 77	Bakeshop: Yeasted and Non-Yeasted Breads (1)	
HOSP 78	Bakeshop: Basic Baking Techniques (1)	
HOSP 81	Bakeshop: Pies and Tarts (1)	
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)	
TOTAL CERTIFICATE UNITS		15.5-18.5

Sustainable Food and Beverage Management - Associate in Science Degree

The Sustainable 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:

- Demonstrate the ability to manage a team within the hospitality industry while using sustainable practices.

Associate in Science Degree Major Requirements Units

REQUIRED CORE: 21.5

BUSI 120A	Basic Accounting (4)
HOSP 23	Culinary Foundations of Professional Cooking I (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 66	Hospitality Career Readiness (1)
HOSP 70	Hospitality Cost Control (3)

Choose a concentration: 6-6.5

Baking and Pastry Arts Concentration

HOSP 77	Bakeshop: Yeasted and Non-Yeasted Breads (1)
HOSP 78	Bakeshop: Basic Baking Techniques (1)
HOSP 81	Bakeshop: Pies and Tarts (1)
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	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 40	Wine Fundamentals (1.5)
HOSP 41	Wine Appreciation and Analysis (1.5)
HOSP 42	Wine Service (1.5)
HOSP 45	Food and Wine Pairing (1.5)

Entrepreneurship and Business Ownership

BUSI 44	Introduction to Business Ownership/Management (3)
BUSI 46	Entrepreneurial Mindset (3)

Hospitality Online Marketing

BUSI 54	Introduction to E-Marketing (3)
HOSP 51	Introduction to the Hospitality Industry (3)

Select one to two units from the following: 1-2

COOP 91.21	Hospitality Work Experience (1-2)
HOSP 20	Catering (2)

TOTAL MAJOR UNITS 28.5-30

Associate Degree Requirements (as described previously) 28.5-30

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

Recommended General Education Courses:

BUSI 22	Effective Leadership in Business (3) or BUSI 42 - Human Resources Management (3)
BUSI 44	Introduction 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)

TOTAL DEGREE UNITS 60

Sustainable Hospitality Management - Associate in Science Degree

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:

- Accurately assess knowledge, skills, and abilities in relationship to their educational, career, and/or personal goals.
- Apply critical thinking skills to hospitality-related scenarios.
- Apply knowledge of hospitality and sustainable business to the creation and achievement of a successful career in the hospitality field.

Associate in Science Degree Major Requirements Units

REQUIRED CORE: 29

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)
*HOSP 51	Introduction to the Hospitality Industry (3)
MATH 16	Elementary Statistics (4)
MATH 17	Finite Math (4)

TOTAL MAJOR UNITS 29

Associate in Science Requirements (as described above) 29

*Does not transfer to UC.

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

Recommended General Education Courses:

BUSI 22	Effective Leadership in Business (3)
NUTF 1	Nutrition (3)

TOTAL DEGREE UNITS 60

Program Requirements, Courses and Learning Outcomes

Wine Professional Level I - Certificate of Training

The Wine Professional Level I 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 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 varietals 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 Requirements		Units
HOSP 40	Wine Fundamentals	1.5
HOSP 41	Wine Appreciation and Analysis	1.5
TOTAL CERTIFICATE UNITS		3

Wine Professional Level II

- Certificate of Achievement - Noncredit Certificate of Completion

The Wine Professional Level II 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, responsible and professional service, overview of beer and spirits, origins of wine and Monterey County wine knowledge. 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 taste wines from around the world and learn the techniques of blind tasting to enhance understanding and prepare for industry-recognized certifications. This is an advanced certificate following our Wine Professional Level I Certificate.

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

- Evaluate wine, beer and spirits through blind taste tests.
- Distinguish different wines based on their varietal, region and climate.

Certificate of Achievement Requirements		Units
HOSP 40	Wine Fundamentals	1.5
HOSP 41	Wine Appreciation and Analysis	1.5
HOSP 42	Wine Service	1.5
HOSP 43	Origins of Wine	1.5
HOSP 44	Beer, Wine and Spirits	1.5
HOSP 45	Food and Wine Pairing	1.5
HOSP 46	Monterey County Wines	.5
TOTAL (CREDIT) CERTIFICATE UNITS		9.5

Noncredit Certificate of Completion Requirements		Units	Hours
HOSP 440	Wine Fundamentals	0	25.5
HOSP 441	Wine Appreciation and Analysis	0	25.5
HOSP 442	Wine Service	0	25.5
HOSP 443	Origins of Wine	0	25.5
HOSP 444	Beer, Wine and Spirits	0	25.5
HOSP 445	Food and Wine Pairing	0	25.5
HOSP 446	Monterey County Wines	0	8.5
TOTAL (NONCREDIT) CERTIFICATE HOURS		0	161.5

COURSE DESCRIPTIONS

HOSP 20/420 - Catering

2 units / 0 units • LG-P/NP / NC • Total hours: 17 hours lecture; 51 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; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HOSP 21/421 - Urban Agriculture Culinary Arts

1.5 units / 0 units • LG-P/NP / NC • Total hours: 17 hours lecture; 25.5 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E1 (HOSP 21) • Materials Fee: \$50

HOSP 22/422 - Farm to Table Sustainable Cooking

1.5 units / 0 units • LG-P/NP / NC • Total hours: 17 hours lecture; 25.5 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E1 (HOSP 22) • Materials Fee: \$50

HOSP 23/423 - Culinary Foundations I

3 units / 0 units • LG-P/NP / NC • Total hours: 34 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2 (HOSP 23) • Materials Fee: \$100

HOSP 24/424 - Culinary Foundations II

3 units / 0 units • LG-P/NP / NC • Total hours: 34 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: HOSP 23 • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *Materials Fee:* \$110

HOSP 40/440 - Wine Fundamentals

1.5 units / 0 units • LG-P/NP / NC • Total hours: 25.5 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. Portions of instruction may be offered online; may also be offered fully online.

Limitation: Age 21 or older • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *GE Credit:* MPC, Area E2 (HOSP 40) • *Materials Fee:* \$30

HOSP 41/441 - Wine Appreciation and Analysis

1.5 units / 0 units • LG-P/NP / NC • Total hours: 25.5 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. Portions of instruction may be offered online; may also be offered fully online.

Limitation: Age 21 or older • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *Materials Fee:* \$70

HOSP 42/442 - Wine Service

1.5 units / 0 units • LG-P/NP / NC • Total hours: 25.5 hours lecture

This course comprehensively prepares students in the professional service of wine, and covers the basics of restaurant wine program management. The curriculum includes TIPS/Responsible Beverage Service training. Portions of instruction may be offered online; may also be offered fully online.

Limitation: Age 21 or older • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *Materials Fee:* \$60

HOSP 43/443 - Origins of Wine

1.5 units / 0 units • LG-P/NP / NC • Total hours: 25.5 hours lecture

This course offers a deeper exploration into the "old world" wines and regions that have influenced the modern world of wine. It focuses on major wine regions of France and surrounding European wine producing countries the students will taste a wider range of wines introduced in other courses offered. The course explores differences in viticulture, wine laws, grape varietals, and sensory perception of wine based on the terroir influences of various regions in major world wine producing countries. Must be at least 21 years of age to enroll. Material fees apply. Portions of instruction may be offered online; may also be offered fully online.

Limitation: Age 21 or older • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *Materials Fee:* \$105

HOSP 44/444 - Beer, Wine and Spirits

1.5 units / 0 units • LG-P/NP / NC • Total hours: 25.5 hours lecture

This course provides a detailed examination of beer, wine, and spirits through lectures and field trips, including laws, production methods, and sensory evaluations. Must be at least 21 years old. Material fees apply. Portions of instruction may be offered online; may also be offered fully online.

Limitation: Age 21 or older • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *Materials Fee:* \$35

HOSP 45/445 - Food and Wine Pairing

1.5 units / 0 units • LG-P/NP / NC • Total hours: 25.5 hours lecture

This course provides basic food and wine pairing concepts and techniques through lecture and demonstration. Basic culinary concepts and wine components are addressed. Must be at least 21 years old. Material fees apply. Portions of instruction may be offered online; may also be offered fully online.

Limitation: Age 21 or older • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *Materials Fee:* \$70

HOSP 46/446 - Monterey County Wines

.5 units / 0 units • LG-P/NP / NC • Total hours: 8.5 hours lecture

This course introduces wines of Monterey County, including history, viticultural practices, wine making styles, geology and climate influences, and sensory evaluation of representative wines from specific important regions. Must be at least 21 years of age to enroll. Material fees apply. Portions of instruction may be offered online; may also be offered fully online.

Limitation: Age 21 or older • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *Materials Fee:* \$50

HOSP 51 - Introduction to the Hospitality Industry

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *GE Credit:* MPC, Area E2

HOSP 53 - Introduction to Food and Beverage Management

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *GE Credit:* MPC, Area E2

HOSP 58 - Sanitation, Safety, Equipment

3 units • LG-P/NP • Total hours: 51 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 NUTF 58; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

Program Requirements, Courses and Learning Outcomes

HOSP 60 - Special Events Management

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HOSP 61 - Professional Meeting Planning

1.5 unit • LG-P/NP • Total hours: 25.5 hours lecture

This course reviews 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 are also covered. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HOSP 63 - Hospitality Supervision

1.5 units • LG-P/NP • Total hours: 25.5 hours lecture

This course helps 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 and supervisory responsibilities, including evaluating and coaching, managing productivity and controlling labor costs, managing conflict and change, and problem solving are covered. Portions of instruction may be offered online; may also be offered fully online

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

HOSP 64 - Customer Service

3 units • LG-P/NP • Total hours: 51 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 BUSI 64; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HOSP 66 - Hospitality Career Readiness

1 unit • LG-P/NP • Total hours: 17 hours 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU



HOSP 70 - Hospitality Cost Control

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HOSP 77/477 - Bakeshop: Yeasted and Non-Yeasted Breads

1 unit / 0 units • LG-P/NP / NC • Total hours: 8.5 hours lecture; 25.5 hours lab

Students are introduced to baking processes and ingredients, batters and doughs, yeast breads and rolls. Lab included. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • Materials Fee: \$25

HOSP 78/478 - Bakeshop: Basic Baking Techniques

1 unit / 0 units • LG-P/NP / NC • Total hours: 8.5 hours lecture; 28 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • Materials Fee: \$25

HOSP 81/481 - Bakeshop: Pies and Tarts

1 unit / 0 units • LG-P/NP / NC • Total hours: 8 hours lecture; 28 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • Materials Fee: \$25

HOSP 82/482 - Bakeshop: Cakes, Tortes and Decorating Techniques

1 unit / 0 units • LG-P/NP / NC • Total hours: 8.5 hours lecture; 28 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • Materials Fee: \$25

HOSP 83/483 - Bakeshop: French Pastries and Restaurant-Style Desserts

1 unit / 0 units • LG-P/NP / NC • Total hours: 8.5 lecture; 28 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 brulee, crème caramel, tiramisu, frozen soufflé, sauce production and dessert garnishes are covered. Previous baking courses or experience recommended. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • Materials Fee: \$25

HOSP 84/484 - Chocolate I: Introduction to Chocolate

.5 unit / 0 units • LG-P/NP / NC • Total hours: 4 hours lecture; 14 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • Materials Fee: \$15

HOSP 87/487 - Bakeshop: Regional French Desserts

1 unit / 0 units • LG-P/NP / NC • Total hours: 8.5 lecture; 28 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • Materials Fee: \$25

HOSP 88/488 - Chocolate II: Chocolates and Confections

.5 unit / 0 units • LG-P/NP / NC • Total hours: 4 hours lecture; 14 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A; HOSP 84 • Credit transferable: CSU • Materials Fee: \$15

HOSP 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HOSP 180 - Food Safety Certification

.5 unit • P/NP • Total hours: 8.5 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.

HOSP 425 - Cottage Food Business

0 units • NC • Total hours: 17 hours lecture

This course is meant for students who are seriously intent in the study of cottage food operations; it provides an introduction, application and comprehensive study of the principles of in home niche food preparation and sales through steps taken by successful home enterprise professionals. Portions of instruction may be offered online; may also be offered fully online.

HOSP 464 - Customer Service

0 units • NC • Total hours: 51 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 HOSP 64; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

HORT 480 - Food Safety Certification

0 units • NC • Total hours: 8.5 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; also offered fully online.

Human Services

PROGRAMS OF STUDY

- **Human Services**
 - Associate in Science Degree
 - Certificate of Achievement

Human Services

- Certificate of Achievement
- Associate in Science Degree

The Human Services program prepares students for entry-level positions as program specialists community outreach workers, life skills counselors, eligibility workers, and social services assistants. Paraprofessional jobs in Human Services 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. Courses in the program transfer allow the student to pursue advanced degrees in fields including Social Work and Health and Human Services.

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

- Describe standards of professional behavior, confidentiality, and respect expected in the field of human services. Explain how to use a strength-based and self-reliance approach in the study and delivery of human services.
- Understand what is required to participate as part of an effective team when collaborating with families, agencies and community-based organizations, while maintaining suitable values and ethics for Human Services.
- Discuss the many facets of diversity (cultural, racial, LGBTQIA+, age, ability, ...), consider sensitivity training options and develop strategies to ensure respectful and effective communication. Describe and practice the steps required to establish mutually respectful, trusting and supportive relationships.
- Understand how to best 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 Requirements	Units
REQUIRED CORE:	16
HUMS 50 Introduction to Human Services (3)	
HUMS 53 Introduction to Counseling (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)	
Select three units from the following:	3
CSIS 50 MS Office Applications (2) and CSIS 50L - MS Office Applications Lab (1)	
COOP 91.39 Human Services Work Experience (1-3)	
ECED 1 Child Growth and Development (3)	
ECED 56 Teaching in a Diverse Society (3)	
HLTH 4 Healthy Living (3)	
PSYC/SOCI 3 Introduction to Social Psychology (3)	

PSYC 25 Lifespan Development (3)	
SOCI 2 Contemporary Social Problems (3)	
SPCH 3 Interpersonal Communication (3)	
SPCH 4 Intercultural Communication (3)	

TOTAL CERTIFICATE UNITS 19

Associate in Science Degree Major Requirements Units

Certificate Requirements 19

Select six units from the following not used to satisfy the certificate requirement: 6

GWOS 1 Introduction to Gender and Women's Studies (3)	
GWOS 3 Gender and Violence (3)	
GWOS 15 Introduction to LGBTQ Global Literatures (3)	
HLTH 7 Women's Health (3)	
PSYC 25 Lifespan Development (3)	
SOCI 2 Contemporary Social Problems (3)	
SOCI 13 Introduction to Race and Ethnicity (3)	
SPCH 4 Intercultural Communication (3)	

TOTAL MAJOR UNITS 25

Associate Degree Requirements (as described above) 25

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60

COURSE DESCRIPTIONS

HUMS 50 - Introduction to Human Services

3 units • LG-P/INP • Total hours: 51 hours lecture

Offers a general overview of the field of Human Services, including origins, laws and codes of ethics, and techniques and methods of serving individuals and groups in need. Emphasis on career options, with opportunities for students to explore their own questions, interests, and capabilities in relation to job expectations. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU • GE Credit: MPC, Area E2

HUMS 53 - Introduction to Counseling

3 units • LG-P/INP • Total hours: 51 hours lecture

This course covers concepts and methods of interview-counseling techniques appropriate for paraprofessionals in human services settings. Primary emphasis is on the use of facilitating skills and group dynamics. Orientation to campus and community resources and the referral process for human services 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

**HUMS 54 - Family Development**

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HUMS 60 - Practices in Human Services

1 unit • LG-P/NP • Total hours: 17 hours lecture

This course provides advanced study and opportunity to share concerns regarding experience in public and private agencies offering human services. Students apply concepts, values, and skills acquired in other core courses to the process of helping others.

Prerequisite: HUMS 50 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

HUMS 61 - Introduction to Alcohol/Drug Studies

3 units • LG-P/NP • Total hours: 51 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.

Advisory: ENGL 111 • Credit transferable: CSU

HUMS 62 - Introduction to Gerontology

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

Humanities

PROGRAM OF STUDY

- **Humanities**
- *Certificate of Achievement*

Humanities - *Certificate of Achievement*

The Humanities Certificate of Achievement supports students' fulfillment of English Language, Communication, Critical Thinking, and Arts and Humanities general education requirements. It also prepares students to complete an Associate in Arts program of study in one of the humanities, including Art, Communication Studies, English, Linguistics, Philosophy, Theatre, and World Languages.

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

- Analyze and interpret human thoughts, achievement, and expression relevant to such branches of knowledge as philosophy, literature, and/or the fine and performing arts.
- Communicate their analyses and interpretations through oral and written means.

Certificate of Achievement Requirements		Units
REQUIRED CORE:		12
ENGL 1A	College Composition (3)	
HUMA 10	Exploration of Values in Living (3)	
SPCH 1	Public Speaking (3)	
	or SPCH 2 - Small Group Communication (3)	
	or SPCH 3 - Interpersonal Communication (3)	
ENGL 2	Argumentative Writing and Critical Thinking (3)	
	or PHIL 6 - Introduction to Logic (3)	
	or PHIL 10 - Introduction to Critical Thinking (3)	
Program Electives - Select two course from the following:		6-10
ARTH 1	Art Appreciation (3)	
ARTP 10	Introduction to Photography (3)	
ENGL 1B	Introduction to Literature (3)	
FREN 1A	Elementary French I (5)	
GWOS 4	Gender, Sexuality, and Popular Culture (3)	
HUMA 4	Images of Women in the Arts (3)	
HUMA 30	Humanities in Multicultural America (3)	
HUMA 40	Introduction to Feminist Theory (3)	
MUSI 1	Music Appreciation (3)	
PHIL 2	Introduction to Philosophy (3)	
SIGN 1A	Elementary American Sign Language I (5)	
SPAN 1A	Elementary Spanish I (5)	
THEA 1	Introduction to Theatre (3)	
TOTAL CERTIFICATE UNITS		18-22

COURSE DESCRIPTIONS

HUMA 4 - Images of Women in the Arts

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1, C2; IGETC, Area 3A, 3B; MPC, Area C

HUMA 10 - Exploration of Values in Living

3 units • LG-P/NP • Total hours: 51 hours lecture

This course explores the complexities of the human experience from antiquity through the modern era. Emphasis is placed on self-knowledge, critical thinking, and responsible value choices through the study of art, science and technology, philosophy, religion, mythology, and ethics. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, E; IGETC, Area 3B; MPC, Area C

HUMA 30 - Humanities in Multicultural America

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C, F

HUMA 40 - Introduction to Feminist Theory

3 units • LG-P/NP • Total hours: 51 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 GWOS 40 and PHIL 40; credit may be earned only once. May also be offered online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE 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: 31-150 hours lab by arrangement

This course is designed to train docents at Monterey State Historical Parks. Topics 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 learn to conduct interpretive tours of the parks. Portions of instruction may be offered online; may also be offered fully online.

Japanese

PROGRAM OF STUDY

- **Japanese Language**
- *Certificate of Achievement*

Japanese Language - Certificate of Achievement

The Certificate of Achievement in Japanese Language promotes fluency in Japanese and an understanding of Japanese culture. This is a fifteen-unit program of study of a second language and its culture that prepares students to interact appropriately with Japanese-speaking people in a variety of settings, including the hospitality industry, conferences, and academic settings. The program assists students who are seeking careers in a wide variety of fields that value multilingualism and multiculturalism, and/or cater specifically to Japanese-speaking consumers. The Certificate of Achievement establishes Japanese linguistic and cultural fluency as a foundation for further studies in Japanese, linguistics, interpreting, international relations, or international business management.

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 Achievement Requirements		Units
JPNS 1A	Elementary Japanese I	5
JPNS 1B	Elementary Japanese II	5
JPNS 2A	Intermediate Japanese	5
TOTAL CERTIFICATE UNITS		15

COURSE DESCRIPTIONS

JPNS 1A - Elementary Japanese I

5 units • LG-P/NP • Total hours: 85 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C

JPNS 1B - Elementary Japanese II

5 units • LG-P/NP • Total hours: 85 hours lecture

This course offers further study of elementary Japanese. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: JPNS 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C

JPNS 2A - Intermediate Japanese

5 units • LG-P/NP • Total hours: 85 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: JPNS 1B • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

JPNS 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

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 students have identified an instructor to supervise their program of study, the agreement is recorded on a form available in the Admissions and Records Office. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU

Kinesiology

PROGRAMS OF STUDY

- **Athletic Coaching**
- Certificate of Achievement
- **Certified Personal Trainer**
- Certificate of Achievement
- **Kinesiology**
- Associate in Arts for Transfer Degree



Athletic Coaching

- Certificate of Achievement

The Athletic Coaching Certificate of Achievement is designed to prepare students to become certified athletic coaches in the recreational and competitive sports industry. Students completing the certificate will be more qualified to coach inter-scholastically, within sport organizations, and in private business. A final interview will conclude completion of the certificate. Courses focus on coaching methodology, coaching diverse athlete populations, sports psychology, sports medicine, and advanced skill knowledge.

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

- Formulate a full season plan of practice for the diverse athletes in their respective sport.
- Interpret the rules and regulation of student's sport of choice.

Certificate of Achievement Requirements	Units
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REQUIRED CORE:	12
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KINS 41	Prevention and Care of Athletic Injuries (3)
KINS 43	Theory of Coaching (3)
KINS 44	Sport in Society (3)
KINS 48	Psychology of Fitness and Sport Performance (3)

Select one course from the following:	1
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PHED 2A	Golf I (1)
PHED 5A	Tennis I (1)
PHED 6A	Soccer I (1)
PHED 7A	Swimming I (1)
PHED 15A	Volleyball I (1)
PHED 22A	Introduction to Basketball (1)
PHED 24A	Beach Volleyball I (1)
PFIT 30A	Triathlon Training I (1)

Select one course from the following:	3
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KINS 40	Introduction to Kinesiology (3)
KINS 45	Introduction to Careers in Sports Medicine/Allied Health (3)

TOTAL CERTIFICATE UNITS	16
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Certified Personal Trainer

- Certificate of Achievement

Upon successful completion of the Certified Personal Trainer Certificate of Achievement, students will be prepared to complete the National Academy of Sports Medicine Certified Personal Trainer Examination. Successful completion of the NASM CPT and the MPC Certified Personal Trainer Certificate of Achievement provides the opportunity for employment in the fitness industry as a Certified Personal Trainer. Employment opportunities include working in commercial clubs, personal training studios, and entrepreneurial business owner or manager.

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

- Demonstrate knowledge of personal training as a profession and the skills, technique, and industry standards required to become a personal trainer.

Certificate of Achievement Requirements	Units
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REQUIRED CORE:	10
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KINS 46	Principles of Strength Training and Conditioning (3)
KINS 47	Principles of Exercise Prescription and Program Design (3)
KINS 51	Fitness and Wellness Strategies (2)
KINS 92	Practical Experience in Personal Training (1)
PFIT 10A	Beginning Weight Training (1)

Select Four Personal Fitness Activity Courses	4
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PFIT 15A	Core Matwork I (1)
PFIT 17A	Yoga I (1)
PFIT 18A	Aerobic Fitness I (1)
PFIT 19A	Body Sculpting I (1)
PFIT 21A	Flexibility and Relaxation Techniques I (1)
PFIT 22A	Fitness Through Swimming I (1)
PFIT 23A	Functional Fitness I (1)

TOTAL CERTIFICATE UNITS	14
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Program Requirements, Courses and Learning Outcomes

Kinesiology - Associate in Arts for Transfer Degree

The Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) degree 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 and prepares those who plan to 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 Degree for Transfer Major Requirements	Units
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REQUIRED CORE:	12
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ANAT 1	Human Anatomy (2)
ANAT 2	Human Anatomy Lab (2)
KINS 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 for a minimum total of three units:

Aquatics:	3
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PFIT 22A	Fitness Through Swimming I (1)
PFIT 22B	Fitness Through Swimming II (1)
PHED 7A	Swimming I (1)
PHED 7B	Swimming II (1)
PHED 12B	Competitive Swimming I (1)
PHED 12C	Competitive Swimming II (1)

Combatives:

PFIT 16A	Tai Chi I (1)
PFIT 16B	Tai Chi II (1)
PHED 23A	Martial Arts/Self-Defense I (1)
PHED 23B	Martial Arts/Self-Defense II (1)

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 14A	Ballroom Dance I (1)
DANC 14B	Ballroom Dance 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 19A	Body Sculpting I (1)
PFIT 19B	Body Sculpting II (1)
PFIT 20	Circuit Training (1)
PFIT 21A	Flexibility and Relaxation Techniques I (1)
PFIT 21B	Flexibility and Relaxation Techniques II (1)
PFIT 23A	Functional Fitness I (1)
PFIT 23B	Functional Fitness II (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)
PHED 5A	Tennis I (1)
PHED 5B	Tennis II (1)

Team Sports:

PHED 6A	Soccer I (1)
PHED 6B	Soccer II (1)
PHED 9A	Pickleball I (1)
PHED 9B	Pickleball II (1)
PHED 15A	Volleyball I (1)
PHED 15B	Volleyball II (1)
PHED 22A	Introduction to Basketball (1)
PHED 22B	Intermediate Basketball (1)
PHED 24A	Beach Volleyball I (1)
PHED 24B	Beach Volleyball II (1)

LIST A: Select two courses from the following:	7-9
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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
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Associate Degree Requirements (as described above)	22-24
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Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

For Physical Education and Physical Fitness courses see pages 259-267.

TOTAL DEGREE UNITS	60
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COURSE DESCRIPTIONS

KINS 40 - Introduction to Kinesiology

3 units • LG-P/INP • Total hours: 51 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 is discussed, along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. Portions of instruction may be offered online; may also be offered fully online. [C-ID KIN 100]

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* MPC, Area E2

KINS 41 - Prevention and Care of Athletic Injuries

3 units • LG-P/INP • Total hours: 51 hours lecture

Students learn modern athletic training principles. Course covers procedures and techniques for prevention, recognition, treatment and rehabilitation of athletic injuries. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* MPC, Area E2

KINS 42A - Athletic Training Field Experience I

2 units • LG-P/INP • Total hours: 102 hours lab by arrangement

This is an introductory course in the practical application of athletic training skills in the training room and at athletic events. Research essays and skill practicums are included. Portions of instruction may be offered online; may also be offered fully online.

Advisory: KINS 41 or PHED 41 • *Credit transferable:* CSU, UC

KINS 42B - Athletic Training Field Experience II

2 units • LG-P/INP • Total hours: 102 hours lab by arrangement

This course is a continuation of KINS 42A. Students learn additional techniques for the practical application of athletic training skills as applied in the athletic training room and at athletic events. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: KINS 42A or PHED 42A • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

KINS 43 - Theory of Coaching

3 units • LG • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU • *GE Credit:* MPC, Area E2

KINS 44 - Sport in Society

3 units • LG-P/INP • Total hours: 51 hours lecture

This course is an overview of the historical development of sport and the current roles of sport in society. The course includes the interaction of sport with societal ethics and values as well as the outcomes affecting professional and amateur sports. Topics include the role of gender, race, ethnicity, and the influence and impact of media on sport. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC (with limits: Any or all PE theory courses combined: maximum credit, 8 units) • *GE Credit:* CSU, Area D; MPC, Area D

KINS 45 - Introduction to Careers in Sports Medicine and Allied Health

3 units • LG-P/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU • *GE Credit:* MPC, Area E2

KINS 46 - Principles of Strength Training and Conditioning

3 units • LG-P/INP • Total hours: 51 hours lecture

This course covers the fundamentals of human movement science. The course provides the scientific rationale for integrated training and exercise program design. Emphasis is on the fundamentals of human movement science, assessment tools, and exercise program design. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU • *GE Credit:* MPC, Area E1

KINS 47 - Principles of Exercise Prescription and Program Design

3 units • LG-P/INP • Total hours: 51 hours lecture

This course covers the principles of professional personal training. The course provides specific exercise program design, accurate assessment, and development and modification of exercise in a safe and effective manner. Topics include the rationale for integrated training, human movement science, fitness assessments, health screenings, and exercise program design. Portions of instruction may be offered online; may also be offered fully online.

Advisory: ENGL 1A; KINS 46 • *Credit transferable:* CSU

KINS 48 - Psychology of Fitness and Sport Performance

3 units • LG-P/INP • Total hours: 51 hours lecture

This course covers theoretical, practical and mental aspects of sport, exercise, and rehabilitation settings, including the influence of psychological variables on participation in sport and exercise. It also addresses the influence of participation on psychological factors and well-being. Topics include motivation, anxiety, observational learning, imagery, exercise adherence, goal setting, and youth sport participation. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC (with limits: Any or all PE theory courses combined: maximum credit, 8 units) • *GE Credit:* CSU, Area D; MPC, Area D

Program Requirements, Courses and Learning Outcomes



KINS 50 - Orientation for Athletes

2 units • LG-P/NP • Total hours: 34 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU • *GE Credit:* MPC, Area E2

KINS 51 - Fitness and Wellness Strategies

2 units • LG-P/NP • Total hours: 34 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC • *GE Credit:* CSU, Area E; MPC, Area E1

KINS 60 - Fitness Exercise Physiology

1 unit • LG-P/NP • Total hours: 17 hours 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU

KINS 63 - Fitness Anatomy and Kinesiology

2 units • LG-P/NP • Total hours: 34 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU • *GE Credit:* MPC, Area E1

KINS 92 - Practical Experience in Personal Training

1 unit • LG-P/NP • Total hours: 51 hours lab

This course provides students the opportunity for practical applications and responsibilities of personal training. Topics include injury prevention, exercise prescription, and fitness assessments for design programs. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: KINS 46; or KINS 47 • *Credit transferable:* CSU

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.

COURSE DESCRIPTIONS

LETP 108 - Explorer Academy

2.5-3.5 units • LG • Total hours: 23.5-32 hours lecture; 56-87.5 hours lab

This course is designed to give students basic knowledge of policing, digital safety, gang awareness, vehicle operations, team building, criminal justice system, crime scene evidence collection, use of force, special operations, crisis negotiations, firearms, and first aid and CPR

LETP 130 - Developing a Personal Philosophy of Leadership

.5-1 unit • P/NP • Total hours: 7.5-13.5 hours lecture; 5.5-25 hours lab

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

1-4.5 units • P/NP • Total hours: 6-56 hours lecture; 34-64 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: 7 hours lecture; 32 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 and control techniques. This course satisfies Penal Code 832 requirements for entry level but does not include the firearms portion. POST certified.

Advisory: Completion of or concurrent enrollment in ENGL 1A

LETP 144A - POST Intensive Basic Academy I

12 units • LG • Total hours: 85 hours lecture; 365.5 hours lab

This is the first in a series of two intensive basic training requirements for Peace Officers. This course satisfies all minimum required training mandates governed by the Commission on Peace Officer Standards and Training (POST) entry level Peace Officers. The course includes fundamental principles, procedures and techniques of law enforcement, including: Criminal Law, Patrol procedures, Cultural Diversity, Investigative procedures, Report Writing, Defensive Tactics, Firearms, Leadership, Ethics, Community Relations, Police Vehicles Operations, Traffic Enforcement, Accident Investigation and First Aid/CPR.

Prerequisites: Passing score on the POST Reading and Writing Comprehension Exam and the WSTB Physical Agility Exam and DOJ Clearance and Proof of Medical Insurance and Medical Clearance

LETP 144B - POST Intensive Basic Academy II

12 units • LG • Total hours: 76.5 hours lecture; 399.5 hours lab

This is the second in a series of two intensive basic training requirements for Peace Officers. This course satisfies all minimum required training mandates governed by the Commission on Peace Officer Standards and Training (POST) entry level Peace Officers. The course includes fundamental principles, procedures and techniques of law enforcement, including: Criminal Law, Patrol procedures, Cultural Diversity, Investigative procedures, Report Writing, Defensive Tactics, Firearms, Leadership, Ethics, Community Relations, Police Vehicles Operations, Traffic Enforcement, Accident Investigation and First Aid/CPR.

Prerequisites: Passing scores on WSTB Physical Agility exam and PEL-LETP Written exam and DOJ Clearance and Proof of Medical Insurance and Medical Clearance

LETP 145A - POST Basic Academy III

4.5 units • LG • Total hours: 40 hours lecture; 124 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: Valid CA Driver's License and DOJ Clearance and Medical Insurance and Medical Clearance

LETP 145B - POST Basic Academy Modular II

8 units • LG • Total hours: 67 hours lecture; 213 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: 60 hours lecture; 484 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)

Program Requirements, Courses and Learning Outcomes

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

4 units • LG • Total hours: 35.5 hours lecture; 110.5 hours lab

This 144-hour course expands on 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 re-qualification requirements. This is an update to maintain your POST certificate required by POST. Students competency as determined by the Commission on Peace Officer Standards and Training including firearms qualification, defensive tactics and techniques and cognitive assessment on various learning domains.

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 180 - Citizens' Academy

.5-1 unit • P/INP • Total hours: 5-10 hours lecture; 18.5-28.5 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.

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 201 - Vice Investigations

2 units • P/INP • Total hours: 34 hours lecture; 5 hours lab

This course is designed for students responsible for handling crimes related to prostitution, human trafficking, and a variety of nuisance crimes (animal fighting, gambling, loitering, piracy, and lewd and lascivious acts). Students in this course are exposed to a series of various scenarios, including ABC buy/ bust exercises, prostitution stings, undercover surveillance practicals, and use of website searches for out-calls. This course also provides training on technology used to commit crimes (the internet), technology available to solve crimes, the proper use of informants, and legal considerations and ethical issues.

Prerequisites: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 202 - Financial Crimes Investigation

2 units • P/INP • Total hours: 34 hours lecture; 5 hours lab

This course is designed for students investigating a variety of financial crimes. It provides students with specialized training in handling crimes related to check and credit card fraud, real estate fraud, and a variety of internet scams. This course also provides training in technology used to commit crimes and technology available to solve crimes.

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 203 - Robbery Investigations

1 unit • P/INP • Total hours: 7.5 hours lecture; 32.5 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.

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 204 - Investigation Core

2 units • P/INP • Total hours: 16 hours lecture; 63.5 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.

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 205 - Officer-Involved Shooting and Death Investigation

1 unit • P/INP • Total hours: 8.5 hours lecture; 31 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.

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 207 - Homicide Investigation

2 units • P/INP • Total hours: 18 hours lecture; 62 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.

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.



LETP 208 - Child Abuse Investigations

1 unit • P/NP • Total hours: 8.5 hours lecture; 31.5 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.

Prerequisite: LETP 144A; POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 209 - Sexual Assault Investigation

1 unit • P/NP • Total hours: 8 hours lecture; 32 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.

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 211 - Human Trafficking

2 units • P/NP • Total hours: 34 hours lecture; 5 hours lab

Students learn about the California Trafficking Victims Protection Act (Penal Code (PC) §13519.14) and guidelines for law enforcement response to human trafficking, which involves the recruitment, abduction, transport, sale, or receipt of persons, through force, coercion, fraud, or deception. These guidelines are presented in a format that allows the student to follow a systematic process when conducting human trafficking investigations.

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 213 - Public Information Officer

.5 unit • P/NP • Total hours: 8.5 hours lecture; 7.5 hours lab

This course provides students with the skills and knowledge required to succeed as a Public Information Officer. Topics include media relations, roles and responsibilities, news conferences, on-camera testing and evaluation, and avoiding confrontation with the media.

Advisory: Students should be familiar with or working with a law enforcement agency

LETP 223 - Driver Training Instructor

1 unit • P/NP • Total hours: 10 hours lecture; 30 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: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 224 - Driver Awareness Instructor

.5 unit • P/NP • Total hours: 7 hours lecture; 26 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.

Prerequisite: POST Basic certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 230 - Advanced Officer Course

.5-3.5 units • P/NP • Total hours: Combination of lecture and lab based on 16 hours lecture for one unit of credit and 48 hours lab for one unit of credit

This course is designed to provide update and refresher training at the operations level to peace officers.

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 230.11 - S.W.A.T.

.5-2 units - P/NP - Total hours: 3.5-11 hours lecture; 13.5-69 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: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 231.95 - Officer Safety – Field Tactics

.5-1 unit • P/NP • Total hours: 8.5-12.5 hours lecture; 8.5-27 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, legal mandates and new laws relative to each topic.

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

Program Requirements, Courses and Learning Outcomes

LETP 232 - Advanced Peace Officer Training

.5-1 unit • P/NP • Total hours: 6-9 hours lecture; 10-45 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.

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 232.4 - Advanced Peace Officer Training: S.W.A.T. Update

.5-2 units • P/NP • Total hours: 6-20 hours lecture; 10-60 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.

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 232.31 - Advanced Peace Officer Training: Advanced S.W.A.T. 40 Hours

1 unit • P/NP • Total hours: 9 hours lecture; 31 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.

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 233.2 - Basic S.W.A.T. – 80 HOURS

2 units • P/NP • Total hours: 17 hours lecture; 63 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.)

Advisory: LETP 144A • *Note:* Refer to Advanced Officer Training Course Requirements on page 238.

LETP 233.7 - Defensive Tactics Instructor

2 units • P/NP • Total hours: 20 hours lecture; 60 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:* Refer to Advanced Officer Training Course Requirements on page 238.

LETP 233.8 - Defensive Tactics Instructor Update

.5 unit • P/NP • Total hours: 3 hours lecture; 21 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)

Prerequisite: LETP 233.7, or comparable training • *Note:* Refer to Advanced Officer Training Course Requirements on page 223.

LETP 233.10 - Tactical Operation Dispatcher

1 unit • P/NP • Total hours: 10 hours lecture; 29 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)

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 234 - Advanced Officer Skills I

.5-1 unit • P/NP • Total hours: 6-10 hours lecture; 10-30 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.

Prerequisite: POST Basic Certificate or equivalent • *Note:* Refer to Advanced Officer Training Course Requirements on page 223.

LETP 236 - Advanced Officer Skills II

.5-1 unit • P/NP • Total hours: 8 hours lecture; 8-32 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.

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 237 - Firearms Instructor

1 unit • P/NP • Total hours: 8 hours lecture; 32 hours lab

This course is designed to provide the necessary training for the experienced firearms person who wants to qualify for rangemaster. Topics include firearms safety, range safety, firearms maintenance and storage, use of firearms, use of force, teaching techniques, and lesson planning. Students must supply equipment and ammunition. The course is POST certified.

Prerequisites: Successful completion of the POST Basic Police Academy, POST Basic Certificate, or equivalent. 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 with firearms safety, Familiarity with firearms cleaning and storage techniques, Familiarity with range safety, Knowledge of basic shooting techniques, Familiarity with combat shooting skills, Familiarity with semi-automatic pistols, revolvers, and shotguns, Familiarity with use of force • *Note:* Refer to Advanced Officer Training Course Requirements on page 238.

LETP 238 - Tactical Patrol Rifle Instructor

1 unit • P/NP • Total hours: 8 hours lecture; 32 hours lab

This course provides training for the instruction of patrol rifle use. Topics include firearms safety, cleaning and maintenance of the patrol rifle, handling and use of the patrol rifle, lesson plan development, adult learning styles, and use of force. This is a POST certified course.

Prerequisite: POST Basic Certificate or equivalent •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 240.25 - Supervisory Update

.5-1 unit • P/NP • Total hours: 4-9 hours lecture; 20-31 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.

*Advisory: Law Enforcement Supervisor sworn or non sworn •
Note: Refer to Advanced Officer Training Course Requirements on page 238.*

LETP 241 - Community Service Officer

7-9 units • LG • Total hours: 68-102 hours lecture; 156-158 hours lab

This course provides basic training for Community Service Officers as well as incorporating PC832 Certification. The content includes all topics required for PC832 Laws of Arrest, as well as Juvenile Law, Haz Mat, Prop 115 certification, First Aid/CPR, professionalism and ethics with extensive focus on traffic control, investigations, and report writing. Emphasis is on practical application of skills.

LETP 242 - Peace Officer Association Training

.5-7 units • P/NP • Total hours: Combination of lecture and lab based on 17 hours lecture per unit of credit and 51 hours of lab per 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.

*Advisory: POST Basic Certificate or equivalent •
Note: Refer to Advanced Officer Training Course Requirements on page 238.*

LETP 245 - Field Training Program

8-18 units • P/NP • Total hours: 408-935 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. 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.

*Prerequisite: POST Basic Certificate or equivalent •
Note: Refer to Advanced Officer Training Course Requirements on page 238.*

LETP 248 - Surveillance Techniques

1 unit • P/NP • Total hours: 7.5 hours lecture; 28 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.

*Prerequisite: POST Basic Certificate or equivalent •
Note: Refer to Advanced Officer Training Course Requirements on page 238.*



LETP 249 - Public Safety Dispatch

3.5 units • LG • Total hours: 35 hours lecture; 85 hours lab

This course provides students with the skills and knowledge required to succeed as a Public Information Officer. Topics include media relations, roles and responsibilities, news conferences, on-camera testing and evaluation, and avoiding confrontation with the media.

Advisory: Students should be familiar with or working with a law enforcement agency

LETP 250 - Arrest and Control/Driving (PSP)

.5 unit • P/NP • Total hours: 4-7.5 hours lecture; 12.5-14.5 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)

*Advisory: California Peace Officer status or equivalent •
Note: Refer to Advanced Officer Training Course Requirements on page 238.*

LETP 254 - Dispatch Field Training Program

1.5-16 units • P/NP • Total hours: 76.5-816 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.

*Prerequisite: POST Basic Certificate or equivalent •
Note: Refer to Advanced Officer Training Course Requirements on page 238.*

Program Requirements, Courses and Learning Outcomes

LETP 255 - Public Safety Dispatch

3 units • P/NP • Total hours: 17 hours lecture; 103.5 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.

Prerequisite: POST Basic Certificate or equivalent •

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 265 - Dignitary Escort

1 unit • P/NP • Total hours: 8 hours lecture; 32 hours lab

This course is designed to allow students to develop skills in the proper methods and techniques necessary to provide a safe and efficient dignitary escort. Topics include motorcycle maintenance, safety techniques, potential issues, developing route sheets, and freeway escorts.

Prerequisites: Commission on Police Officer Standards & Training (POST) certified basic motorcycle 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 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: Knowledge of motorcycle safety, Familiarity with motorcycle personal safety equipment, Familiarity with motorcycle operation, Familiarity with motorcycle maintenance, Familiarity with motorcycle nomenclature, Knowledge of motorcycle riding techniques. •

Note: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 280.1 - Supervisor Course

2 units • P/NP • Total hours: 17 hours lecture; 63 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.

Prerequisite: POST Basic Certificate or equivalent • *Note:* Refer to Advanced Officer Training Course Requirements on page 223.

LETP 280.2 - Field Training Officer

1 unit • P/NP • Total hours: 6 hours lecture; 34 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. (P.O.S.T. certified) Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: POST Basic Certificate or equivalent • *Note:* Refer to Advanced Officer Training Course Requirements on page 223.

LETP 280.3 - Field Training Officer Update

.5 unit • P/NP • Total hours: 9 hours lecture; 15 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: Refer to Advanced Officer Training Course Requirements on page 238.

LETP 290 - Instructor Development

.5-1 unit • P/NP • Total hours: 5-11.5 hours lecture; 10-29.5 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:* Refer to Advanced Officer Training Course Requirements on page 238.

Learning Skills

COURSE DESCRIPTIONS

LNSK 306 - Strategies for Attention Deficit Disorder

2 units • P/NP • Total hours: 34 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 • Total hours: 51 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, email usage, and Internet skills. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 325 - Assistive Technology Applications

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 330 - Learning Styles Exploration

.5 unit • P/NP • Total hours: 8.5 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 • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 331B - Reading Skills Development Lab

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 331C - Writing Strategies Lab

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 331E - Thinking and Reasoning Strategies Lab

1 unit • P/NP • Total hours: 51 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 • Total hours: 51 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 • Total hours: 102 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 • Total hours: 34 hours lecture

This course is designed to develop basic reading skills for students with learning disabilities, using a multisensory approach to reading. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 333 - Writing Skills Development

2 units • P/NP • Total hours: 34 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

Program Requirements, Courses and Learning Outcomes

LNSK 341A - Beginning Reading Strategies Lab

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 341B - Intermediate Reading Strategies

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 342A - Beginning Writing Strategies Lab

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 342B - Intermediate Writing Strategies Lab

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 343A - Beginning Math Strategies Lab

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 343B - Intermediate Math Strategies Lab

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 347A - Beginning Assistive Technology Projects

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 347B - Intermediate Assistive Technology Projects

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be repeated based on Title 5, Section 56029 specifications.

LNSK 352 - Thinking and Reasoning Skills

2 units • P/NP • Total hours: 34 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 • Total hours: 85-340 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 • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

Linguistics

PROGRAMS OF STUDY

- **Linguistics**
 - Associate in Arts Degree
 - Certificate of Achievement

Linguistics - Associate in Arts Degree

Linguistics is the science of language. The Linguistics program prepares students to transfer into the CSU and UC systems to pursue a baccalaureate degree in Linguistics. The program provides the necessary transferable courses to allow students to fully or partially complete the lower-division preparatory requirements of their transfer institution, depending on the school of choice. Consult with a counselor and the appropriate CSU and UC catalogs and Linguistics Departments for the most current information on specific Linguistics preparation for transfer. An AA in Linguistics prepares students for successful careers in language teaching and other education positions both in the U.S. and abroad. Linguistics also prepares individuals for careers in the computer industry, law, publishing and the media, advertising and government.

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

- Analyze sentence structure in terms of grammatical relations and constituent structures.
- Recognize the typological similarity and diversity of syntactic phenomena.
- Use the common vocabulary of linguistics.
- Define Language and describe its systematic nature.
- Use foreign language vocabulary and idioms in basic life situations following the necessary rules of pronunciation, grammar, and syntax at the third semester level as established by the ACTFL proficiency guidelines.
- Demonstrate the ability to understand and respond to a foreign language spoken at the third semester level as established by the ACTFL proficiency guidelines.
- Read articles and short stories and write short compositions in the foreign language.
- Explain cultural differences and obtain a third semester understanding of a culture using this other language.

Associate in Arts Degree Major Requirements Units

REQUIRED CORE: 6

LING 10 Foundations of Language (3)

LING 15 Introduction to Linguistics (3)

Select one of the following options: 15

Option 1: French

FREN 1A Elementary French I (5)

FREN 1B Elementary French II (5)

FREN 2A Intermediate French (5)

Option 2: Japanese

JPNS 1A Elementary Japanese I (5)

JPNS 1B Elementary Japanese II (5)

JPNS 2A Intermediate Japanese (5)

Option 3: American Sign Language

SIGN 1A Elementary American Sign Language I (5)

SIGN 1B Elementary American Sign Language II (5)

SIGN 2A Intermediate American Sign Language (5)

Option 4: Spanish

SPAN 1 Elementary Spanish I (5)

SPAN 2 Elementary Spanish II (5)

SPAN 3 Intermediate Spanish I (5)

Option 5: Spanish for Spanish Speakers

SPAN 1S Elementary Spanish for Spanish Speakers I (5)

SPAN 2S Elementary Spanish for Spanish Speakers II (5)

SPAN 3S Intermediate Spanish for Spanish Speakers I (5)

TOTAL MAJOR UNITS 21

Associate Degree Requirements (as described above) 21

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60

Linguistics - Certificate of Achievement

Linguistics is the science of language. Students who receive a Certificate of Achievement 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.
- 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.
- Analyze how physical, social, emotional, and/or intellectual factors contribute to wellness and healthful living.
- Examine interactions and interconnections across cultures.

Certificate of Achievement Requirements Units

REQUIRED CORE: 12

LING 10 Foundations of Language (3)

LING 15 Introduction to Linguistics (3)

LING 25 Introduction to Language and Gender (3)

LING/ETNC 45 Introduction to Language and Society (3)

Select six units from the following: 6

LING 30 Introduction to the History of the English Language (3)

LING 35 Introduction to Nonverbal Communication (3)

LING 46 Introduction to Psychology of Language (3)

LING 49 Introduction to Discourse Analysis (3)

LING 50 Introduction to American Dialects (3)

TOTAL CERTIFICATE UNITS 18

Program Requirements, Courses and Learning Outcomes

COURSE DESCRIPTIONS

LING 10 - Foundations of Language

3 units • LG-P/NP • Total hours: 51 hours lecture; 17 hours lab by arrangement

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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

LING 15 - Introduction to Linguistics

3 units • LG-P/NP • Total hours: 51 hours lecture

This introductory course serves as a foundation for understanding language from an anthropological perspective, addressing such core questions as how, what, when, where, why and with whom we communicate. This course surveys three core areas in linguistic anthropology--structural linguistics: phonetics, phonology, morphology, syntax, and sign language as well as the biocultural basis of language; historical linguistics: origins and evolution/change, dialects, and language families; and sociocultural linguistics: language acquisition in cultural context, emphasizing the relationship between language and culture, and issues of language conservation and loss. Portions of instruction may be offered online; may also be offered fully online. [C-ID ANTH 130]

Credit transferable: CSU, UC • GE 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 • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE 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 • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D

LING 35 - Introduction to Nonverbal Communication

3 units • LG-P/NP • Total hours: 51 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 COMM 35; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; MPC, Area C, D, E1

LING 45 - Introduction to Language and Society

3 units • LG-P/NP • Total hours: 51 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 ETNC 45; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE 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 • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area C, D

LING 49 - Introduction to Discourse Analysis

3 units • LG-P/NP • Total hours: 51 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, and society and culture's roles in a variety of discourse genres are discussed. Opportunities to analyze both spoken and written discourse are offered. Portions of instruction are offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area A2, C, D

LING 50 - Introduction to American Dialects

3 units • LG-P/NP • Total hours: 51 hours lecture

This course focuses on regional, social and ethnic dialects in the United States. The historical development of dialects in the US, linguistic change, as well as issues related to the perceptions and attitudes towards dialects are explored. Linguistic profiling and discrimination in the media and education system are also discussed. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU • GE Credit: MPC, Area C, D, F

Massage Therapy

PROGRAMS OF STUDY

- **Massage Practitioner**
- Certificate of Training
- **Massage Therapist**
- Certificate of Achievement
- **Massage Therapy**
- Associate in Science Degree
- Certificate of Achievement

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 Requirements		Units
KINS 63	Fitness Anatomy and Kinesiology	2
MASS 82	Therapeutic Massage I	4
MASS 83	Therapeutic Massage II	4
MASS 180A	Massage Lab 1	1
TOTAL CERTIFICATE UNITS		11

Massage Therapist - *Certificate of Achievement*

The Massage Therapist Certificate of Achievement 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 Achievement Requirements		Units
ANAT 5	Human Biology	4
MASS 82	Therapeutic Massage I	4
MASS 83	Therapeutic Massage II	4
MASS 84	Sports Massage	2
MASS 85	Clinical Massage	2
MASS 180A	Massage Lab I	1
MASS 180B	Massage Lab II	1
TOTAL CERTIFICATE UNITS		18

Massage Therapy

- *Certificate of Achievement*
- *Associate in Science Degree*

The Associate in Science degree in Massage Therapy 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 Requirements		Units
REQUIRED CORE:		21
ANAT 5	Human Biology (4)	
HLTH 5	First Aid and CPR (3)	
KINS 63	Fitness Anatomy and Kinesiology (2)	
MASS 82	Therapeutic Massage I (4)	
MASS 83	Therapeutic Massage II (4)	
MEDA 105	Medical Terminology (4)	
Select at least two units from the following:		2-4
MASS 180A	Massage Lab I (1-2)	
MASS 180B	Massage Lab II (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)	
KINS 51	Fitness and Wellness Strategies (2)	
KINS 60	Fitness Exercise Physiology (1)	
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 (1)	
PFIT 20	Circuit Training (1)	
PFIT 21A	Flexibility and Relaxation Techniques I (1)	
PFIT 22A	Fitness Through Swimming I (1)	
PFIT 30A	Triathlon Training I (1)	
PFIT 50	Independent Fitness/Testing Program (1)	
PFIT 92	Teaching Aide - Physical Fitness (1)	
TOTAL CORE CERTIFICATE UNITS		29-31

Program Requirements, Courses and Learning Outcomes



Select one of the following options

(one is required but both may be taken if desired):

2-7

Sports Massage Option: (both courses are required)

KINS 41 Prevention and Care of Athletic Injuries (3)

MASS 84 Sports Massage (2)

Clinical Massage Option:

MASS 85 Clinical Massage (2)

TOTAL CERTIFICATE UNITS 31-38

Associate in Science Degree Major Requirements Units

Certificate Requirements (as described above) 31-38

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60

COURSE DESCRIPTIONS

MASS 82 - Therapeutic Massage I

4 units • LG-P/NP • Total hours: 34 hours lecture; 102 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

MASS 83 - Therapeutic Massage II

4 units • LG-P/NP • Total hours: 34 hours lecture; 102 hours lab

This course is a continuation of MASS 82. It includes additional massage techniques, palpation and assessment skills, planning and treatment protocols, pathology, business practices, and professional ethics. Portions of instruction may be offered online; may also be offered fully online.

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 • Total hours: 17 hours lecture; 51 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 • Total hours: 17 hours lecture; 51 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 - Massage Lab I

1-2 units • P/NP • Total hours: 51 hours lab for each unit by arrangement

This course allows students to practice basic massage skills and learn business skills while in a supervised setting that simulates a professional massage business.

Prerequisites: Massage training similar in content and hours to MASS 82 (or PFIT 82) • Prerequisites or corequisites: MASS 82 (or PFIT 82)

MASS 180B - Massage Lab II

1-2 units • P/NP • Total hours: 51 hours lab for each unit by arrangement

Course includes mentoring students in MASS 180A, refining and integrating massage skills, and conducting all business activities necessary for operation of lab.

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

PROGRAM OF STUDY

- **Mathematics**

- Associate in Science for Transfer Degree



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 Major Requirements

REQUIRED CORE: 12

MATH 20A Calculus with Analytic Geometry I (4)

MATH 20B Calculus with Analytic Geometry II (4)

MATH 20C Calculus of Several Variables (4)

LIST A: Select one course from the following: 4

MATH 31 Linear Algebra (4)

MATH 32 Differential Equations (4)

LIST B: Select one course from the following: 3-4

Any List A course not already selected

CSIS 10A Programming Methods I: Java (4)

MATH 16 Elementary Statistics (4)

MATH 40 Discrete Mathematics (3)

PHYS 3A Science and Engineering Physics I (4)

TOTAL MAJOR UNITS 19-20

Associate Degree Requirements (as described above) 19-20

Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS 60



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 • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: Placement based on multiple measures; or MATH 263 •
Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area B4; MPC, Area A2

MATH 12 - Number Systems

4 units • LG • Total hours: 68 hours lecture

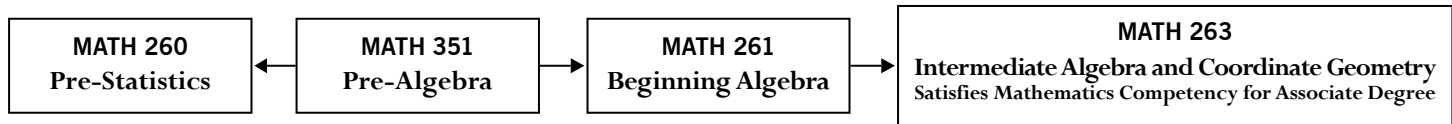
This course focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning. Portions of instruction may be offered online; may also be offered fully online. [C-ID MATH 120]

Prerequisites: Placement based on multiple measures; or MATH 263 •
Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area B4; MPC, Area A2

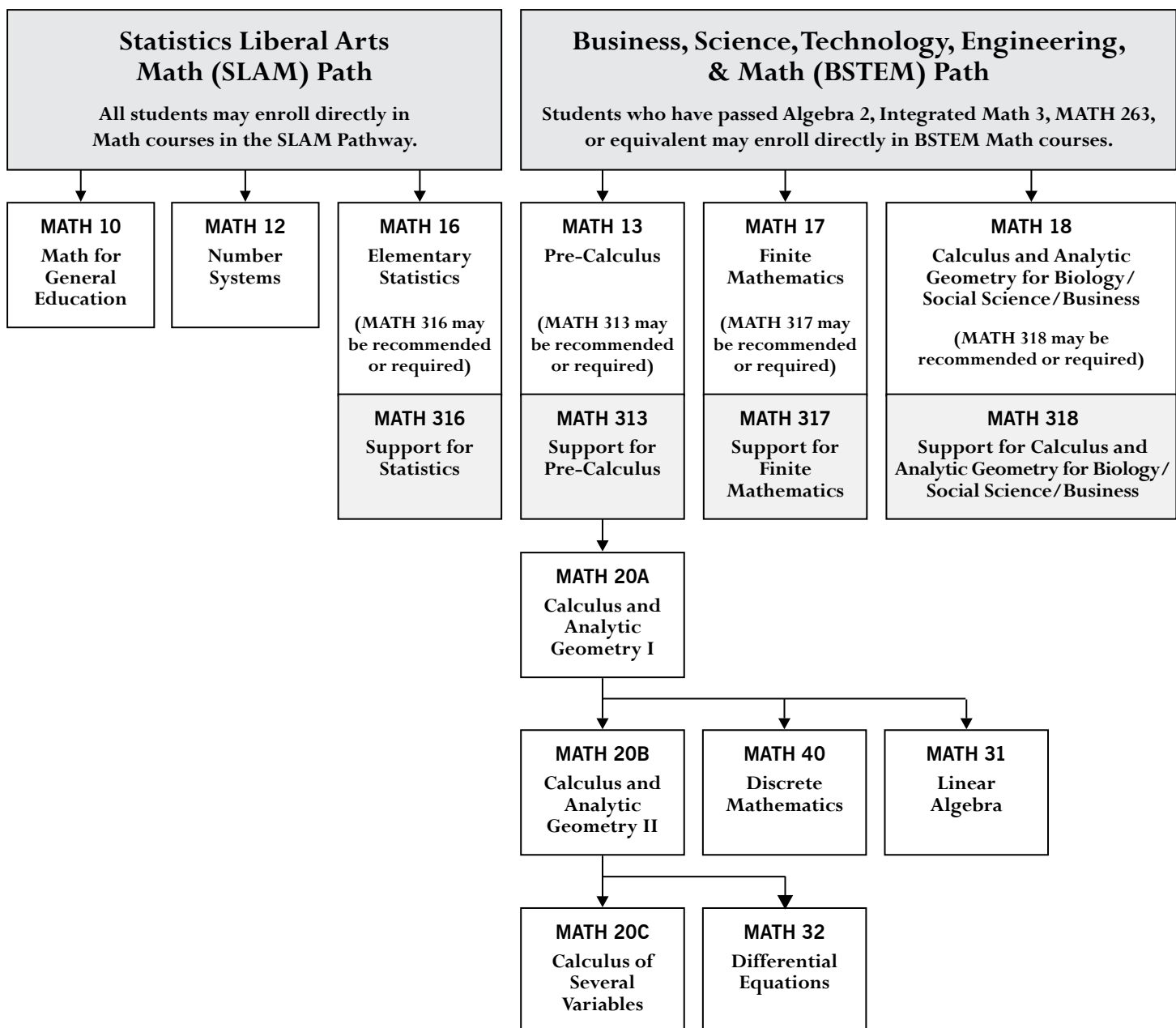
Math Course Sequence

Developmental Math Courses Below this Line

Students will no longer be directed to take MATH 351, MATH 260, MATH 261, or MATH 263.



Transfer-Level Courses Below this Line



MATH 13 - Pre-Calculus

5 units • LG • Total hours: 85 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: Placement based on multiple measures; or MATH 263 • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B4; IGETC, Area 2A; MPC, Area A2

MATH 16 - Elementary Statistics

4 units • LG-P/NP • Total hours: 68 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: Placement based on multiple measures; or MATH 260; or MATH 263 • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: MATH 16, PSYC 19, SOCI 19 combined: maximum credit, 1 course) • *GE Credit:* CSU, Area B4; IGETC, Area 2A; MPC, Area A2

MATH 17 - Finite Mathematics

4 units • LG • Total hours: 68 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: Placement based on multiple measures; or MATH 263 • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B4; IGETC, Area 2A; MPC, Area A2

MATH 18 - Calculus and Analytic Geometry for Biology/Social Science/Business

4 units • LG • Total hours: 68 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: Placement based on multiple measures; or MATH 263 • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: MATH 18, MATH 20A combined: maximum credit, 1 course) • *GE Credit:* CSU, Area B4; IGETC, Area 2A; MPC, Area A2

MATH 20A - Calculus with Analytic Geometry I

4 units • LG • Total hours: 68 hours lecture; 17 hours lab

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, and the Fundamental Theorem of Calculus. This course is primarily for science, technology, engineering, and math majors. Portions of instruction may be offered online; may also be offered fully online. [C-ID MATH 210]

Prerequisites: Placement based on multiple measures; or MATH 13 • *Credit transferable:* CSU, UC (with limits: MATH 18, MATH 20A combined: maximum credit, 1 course) • *GE Credit:* CSU, Area B4; IGETC, Area 2A; MPC, Area A2

MATH 20B - Calculus with Analytic Geometry II

4 units • LG • Total hours: 68 hours lecture; 17 hours lab

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. Portions of instruction may be offered online; may also be offered fully online. [C-ID MATH 220]

Prerequisite: MATH 20A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B4; IGETC, Area 2A

MATH 20C - Calculus of Several Variables

4 units • LG • Total hours: 68 hours lecture; 17 hours lab

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. Portions of instruction may be offered online; may also be offered fully online. [C-ID MATH 230]

Prerequisite: MATH 20B • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B4; IGETC, Area 2A

MATH 31 - Linear Algebra

4 units • LG • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID MATH 250]

Prerequisite: MATH 20A • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B4; IGETC, Area 2A

MATH 32 - Differential Equations

4 units • LG • Total hours: 68 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. It 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID MATH 240]

Prerequisite: MATH 20B or higher • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B4; IGETC, Area 2A

Program Requirements, Courses and Learning Outcomes



MATH 40 - Discrete Mathematics

3 units • LG • Total hours: 51 hours lecture; 17 hours lab

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. Portions of instruction may be offered online; may also be offered fully online. [C-ID MATH 160]

Prerequisites: MATH 20A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B4; IGETC, Area 2A

MATH 260 - Pre-Statistics

5 units • LG • Total hours: 85 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 statistics. 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 prerequisite for Elementary Statistics (MATH 16) and Introduction to Statistics for the Social Sciences (PSYC 19 / SOCI 19). It may not be used to satisfy the pre-requisite for any other course. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Most students should enroll directly into transfer level math courses. Students are strongly encouraged to refer to the math sequence chart or see a counselor before enrolling in this course.

MATH 261 - Beginning Algebra

5 units • LG • Total hours: 85 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 proportion. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Most students should enroll directly into transfer level math courses. Students are strongly encouraged to refer to the math sequence chart or see a counselor before enrolling in this course.

MATH 263 - Intermediate Algebra and Coordinate Geometry

5 units • LG • Total hours: 85 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Most students should enroll directly into transfer level math courses. Students are strongly encouraged to refer to the math sequence chart or see a counselor before enrolling in this course. *GE Credit:* MPC, Area A2

MATH 313 - Support for Pre-Calculus

2 units • P/NP • Total hours: 34 hours lecture

This course is intended for students concurrently enrolled in MATH 13, Pre-Calculus. Students review the needed core skills, competencies, and concepts. It is intended for majors in science, technology, engineering, and mathematics. Topics include a review of computational skills developed in intermediate algebra, factoring, operations on rational and radical expressions, absolute value equations and inequalities, exponential and logarithmic expressions and equations, conic sections, functions including composition and inverses, an in-depth focus on quadratic functions, and a review of topics from geometry. This course is appropriate for students who are confident in their graphing and beginning algebra skills. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: MATH 13

MATH 316 - Support for Elementary Statistics

2 units • P/NP • Total hours: 34 hours lecture

This course is for students concurrently enrolled in MATH 16. Students review algebraic, geometric, and arithmetic procedures and concepts that underlie statistical formulas and concepts, do hands-on activities that promote a deeper understanding of statistical ideas, and practice study skills that promote success in MATH 16. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: MATH 16

MATH 317 - Support for Finite Mathematics

2 units • P/NP • Total hours: 34 hours lecture

Support for Finite Mathematics is for students concurrently enrolled in MATH 17. It offers a review of the core skills, competencies, and concepts needed in Finite Mathematics. Topics include a review of computational skills developed in Intermediate Algebra, factoring, operations on rational and radical expressions, linear, exponential and logarithmic expressions and equations, an introduction to matrices, functions including composition and inverses, and quadratic functions. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: MATH 17

**MATH 318 - Support for Calculus and Analytic Geometry for Biology/
Social Science/Business**

2 units • P/NP • Total hours: 34 hours lecture

This course is intended for students currently enrolled in MATH 18 and is intended for majors in business. It offers a review of the core skills, competencies, and concepts needed in business calculus. Topics include a review of computational skills developed in intermediate algebra, factoring, operations on rational and radical expressions, linear, exponential and logarithmic expressions and equations, an introduction to matrices, functions including composition and inverses, and an in-depth focus on quadratic functions. This course is appropriate for students who are confident in their graphing and beginning algebra skills. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: MATH 18

MATH 351 - Pre-Algebra

5 units • P/NP • Total hours: 85 hours lecture

This course is a review of basic arithmetic operations, plus an introduction to elementary topics in algebra. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Most students should enroll directly into transfer level math courses. Students are strongly encouraged to refer to the math sequence chart or see a counselor before enrolling in this course.

MATH LEARNING CENTER

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: 8.5-340 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.

Medical Assisting

PROGRAMS OF STUDY

- **Community Health Worker**
- Certificate of Achievement
- **Medical Assisting**
- Associate in Science Degree
- Certificate of Achievement
- **Medical Insurance and Coding Specialist**
- Associate in Science Degree
- Certificate of Achievement
- **Medical Office Administration**
- Associate in Science Degree
- Certificate of Achievement
- **Personal Wellness and Health Professions**
- Certificate of Training

Community Health Worker - Certificate of Achievement

Community Health Workers (CHWs) work with individuals and groups to promote health knowledge and self-sufficiency through outreach, community education, informal counseling, social support and advocacy. This Certificate of Achievement prepares students for an entry-level position as Community Health Worker (level 1). Other position titles include: Promotore, Patient Navigator, Patient Advocate, Health Navigator, Health Ambassador, Lifestyle Coach, Community Advocate, and others. NOTE: Students who have completed MEDA 100, 101, 110, 112, 114, 120, and 121 only need HUMS 53 and MEDA 251 to complete the CHW Certificate.

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

- Identify basic health needs and assist in accessing resources for at-risk individuals and groups in the local community.

Certificate of Achievement Requirements	Units
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REQUIRED CORE:	9
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- | | |
|------------|---|
| HUMS 53 | Introduction to Counseling (3) |
| MEDA 100 | Introduction to Health Careers (1) |
| MEDA 101 | Ethics, Law and IT Security in the Medical Office (3) |
| COOP 91.20 | Health Work Experience (2) |

Select one of the following Options:

Community Outreach Option:	9
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- | | |
|----------|-------------------------------------|
| HLTH 4 | Healthy Living (3) |
| MEDA 251 | Community Health Worker Level 1 (3) |
| SPCH 4 | Intercultural Communication (3) |

Medical Assisting Option:	13
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- | | |
|----------|--|
| MEDA 110 | Medical Office Management (3) |
| MEDA 112 | Medical Office Computer Applications (2) |
| MEDA 114 | Medical Insurance Management (2) |
| MEDA 120 | Medical Assisting Clinical Techniques I (3) |
| MEDA 121 | Medical Assisting Clinical Techniques II (3) |

TOTAL CERTIFICATE UNITS	18-22
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Medical Assisting

- Certificate of Achievement

- Associate in Science Degree

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 Requirements	Units
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REQUIRED CORE:	40
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- | | |
|--|---|
| ANAT 5 | Human Biology (4) |
| CSIS 50 | Microsoft Office Applications (2)
and CSIS 50L - Microsoft Office Applications Lab (1) |
| ENGL 1A | College Composition (3) |
| 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 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)
or MEDA 140 - Medical Assisting Apprenticeship Capstone (3)** |
| Current valid healthcare provider CPR certificate
(American Heart Association only) (0) | |

TOTAL CERTIFICATE UNITS	40
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* A student enrolled in CLICK Medical Assisting Apprenticeships may substitute an Independent Study (MEDA 90, 3 Units) for MEDA 110.

** MEDA 130 is appropriate for Traditional MA students. MEDA 140 is appropriate only for MA Apprenticeship students.

Associate in Science Degree Major Requirements	Units
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Certificate Requirements (as described above)	40
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

Recommended Electives:	
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- | | |
|---------|-----------------------|
| HLTH 4 | Healthy Living (3) |
| NUTF 1 | Nutrition (3) |
| PSYC 50 | Health Psychology (3) |

TOTAL DEGREE UNITS	60
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Medical Insurance and Coding Specialist

- Certificate of Achievement
- Associate in Science Degree

This program prepares students for entry-level positions as medical insurance coding specialists.

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

- Succinctly and accurately communicate and follow up with members of the healthcare team using various modalities including up-to-date computer technology.
- 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 medical office.
- Implement efficient time-management techniques to ensure smooth billing operations and contribute to smooth patient flow in a medical office.

Certificate of Achievement Requirements	Units
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REQUIRED CORE:	28
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ANAT 5 Human Biology (4)	
CSIS 50 MS Office Applications (2) and CSIS 50L - MS Office Applications Lab (1)	
MEDA 100 Introduction to Health Careers (1)	
MEDA 101 Ethics, Law and IT Security in the Medical Office (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)	
Current valid healthcare provider CPR certificate (American Heart Association only) (0)	
Select one course from the following:	3
HLTH 4 Healthy Living (3)	
PSYC 50 Health Psychology (3)	
Select one course from the following:	3-4
ENGL 1A College Composition (3) (required for AS degree)	
ENGL 111 Academic Reading and Writing (4)	
ENSL 110 Advanced Writing (4)	
TOTAL CERTIFICATE UNITS	34-35

MATH 261 Beginning Algebra is also recommended.

Associate in Science Degree Major Requirements	Units
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Certificate Requirements (as described above)	34
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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Medical Office Administration

- Certificate of Achievement
- Associate in Science Degree

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

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

- Perform within the ethical and legal parameters of an administrative medical office professional.
- Locate, use and refer to credible professional and technical resources as needed in day-to-day office business.
- Apply observation, adaptability, critical thinking and problem-solving techniques to continuously improve patient interactions, 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 Requirements	Units
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REQUIRED CORE:	37
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ANAT 5 Human Biology (4)	
BUSI 120A Basic Accounting (4)	
CSIS 50 MS Office Applications (2) and CSIS 50L - MS Office Applications Lab (1)	
MEDA 100 Introduction to Health Careers (1)	
MEDA 101 Ethics, Law and IT Security in the Medical Office (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)	
Current valid healthcare provider CPR certificate (American Heart Association only) (0)	
Select one course from the following	3-4
ENGL 1A College Composition (3)	
ENGL 111 Academic Reading and Writing (4)	
ENSL 110 Advanced Writing (4)	
TOTAL CERTIFICATE UNITS	40-41

Note: MATH 261 Beginning Algebra is also recommended.

Program Requirements, Courses and Learning Outcomes



Associate in Science Degree Major Requirements	Units
REQUIRED CORE:	37
ANAT 5 Human Biology (4)	
BUSI 120A Basic Accounting (4)	
CSIS 50 MS Office Applications (2) and CSIS 50L - MS Office Applications Lab (1)	
MEDA 100 Introduction to Health Careers (1)	
MEDA 101 Ethics, Law and IT Security in the Medical Office (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)	
Current valid healthcare provider CPR certificate (American Heart Association only) (0)	
TOTAL MAJOR UNITS	37
Associate Degree Requirements (as described above)	37
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
Recommended Electives:	
BUSI 120B QuickBooks Online Accounting Software (3)	
PSYC 50 Health Psychology (3)	
TOTAL DEGREE UNITS	60

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 Requirements	Units
REQUIRED CORE:	14
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)	
Select one course from the following:	2-3
HLTH 4 Healthy Living (3)	
NUTF1 Nutrition (3)	
KINS 63 Fitness Anatomy and Kinesiology (2)	
PSYC 50 Health Psychology (3)	
TOTAL CERTIFICATE UNITS	16-17

COURSE DESCRIPTIONS

MEDA 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

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 students have identified an instructor to supervise their programs of study, the agreement is recorded on a form available in the Admissions and Records Office. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

MEDA 100 - Introduction to Health Careers

1 unit • LG • Total hours: 17 hours 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • GE Credit: MPC, Area E2

MEDA 101 - Ethics, Law and IT Security in the Medical Office

3 units • LG • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A

MEDA 105 - Medical Terminology

4 units • LG • Total hours: 68 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A

MEDA 110 - Medical Office Management

3 units • LG • Total hours: 34 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: CSIS 50 and 50L • Advisory: Completion of or concurrent enrollment in ENGL 1A • Enrollment limitation: 35 wpm typing skills

MEDA 112 - Medical Office Computer Applications

2 units • P/NP • Total hours: 17 hours lecture; 51 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 CSIS 50L • Advisories: Completion of or concurrent enrollment in ENGL 1A; MEDA 105

MEDA 113 - Medical Procedure Coding

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 hours lab

This course introduces the student to theory and procedure of accurately and legally coding for medical procedures, an increasingly essential health-care 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: Completion of or concurrent enrollment in ENGL 1A; MEDA 105

MEDA 114 - Medical Insurance Management

2 units • LG • Total hours: 34 hours lecture; 17 hours 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: Completion of or concurrent enrollment in ENGL 1A; MEDA 105

MEDA 116 - Medical Linguistics and Transcription

2 units • P/NP • Total hours: 17 hours lecture; 51 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 • Advisories: ANAT 5; MEDA 118 • Enrollment limitation: 35 wpm typing skills

MEDA 117 - ICD 10 Coding

3 units • LG • Total hours: 34 hours lecture; 51 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 • Total hours: 51 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; completion of or concurrent enrollment in ENGL 1A; MATH 261; MEDA 105

MEDA 120 - Medical Assisting Clinical Techniques I

3 units • LG • Total hours: 34 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Coresquisite: MEDA 105 • Advisory: Completion of or concurrent enrollment in ENGL 1A

Program Requirements, Courses and Learning Outcomes



MEDA 121 - Medical Assisting Clinical Techniques II

3 units • LG • Total hours: 34 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: MEDA 105; MEDA 120 • *Prerequisite or corequisite:* ANAT 5

MEDA 122 - Medical Assisting Clinical Techniques III

3 units • LG • Total hours: 34 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: MEDA 121 • *Prerequisite or corequisite:* MEDA 118

MEDA 123 - Medical Assisting Certification Review

2 units • P/NP • Total hours: 34 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.

Advisory: 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: 180 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

MEDA 140 - Medical Assisting Apprenticeship Capstone

3 units • P/NP • Total hours: 160 hours lab by arrangement

This course is restricted to students completing the medical assisting apprenticeship program. With emphasis on the practical application of skills and knowledge gained through coursework and on-the-job training, this capstone course is to be completed during the final phase of the apprentice's required on-the-job training in a medical facility. Instructor approval is required to enroll.

Enrollment limitation: Instructor approval

MEDA 251 - Community Health Worker Level 1

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 hours lab

This course provides an overview of the healthcare industry and introduces the student to the role of a community health worker. Tools for patient engagement, communication, outreach and case management are explored through scenarios and projects. Portions of instruction may be offered online; may also be offered fully online.

Music

PROGRAMS OF STUDY

• Music

- Associate in Arts for Transfer Degree
- Associate in Arts Degree
- Certificate of Achievement



Music - Associate in Arts for Transfer Degree

The Associate in Arts in Music for Transfer degree (AA-T in Music) program is designed to prepare students who intend to satisfy lower-division requirements for a baccalaureate degree in the field of music for a seamless transfer to the California State University system. Students in this program examine foundational elements of music including music theory, ear training, applied music, intermediate piano competency, and participation in ensembles.

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

- 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.
- 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.
- Demonstrate intermediate keyboard competency through the performance of level-appropriate piano literature.

Associate in Arts for Transfer Degree Major Requirements Units

REQUIRED CORE: 12

MUSI 10A	Music Theory and Musicianship I (4)
MUSI 10B	Music Theory and Musicianship II (4)
MUSI 10C	Music Theory and Musicianship III (4)

Select four semesters of the following: 2

MUSI 25	Applied Music (.5)
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Select four semesters from any of the following. Repeated units for the same ensemble are strongly encouraged: 4

MUSI 20	College Choir (1)
MUSI 22	Jazz Choral Ensemble (1)
MUSI 30	Concert Band (1)
MUSI 32	Jazz Ensemble (1)
MUSI 35	String Orchestra (1)
MUSI 36	Jazz Improv Ensemble (1)

LIST A: Select three to four units from the following: 3-4

MUSI 50A	Piano I (1)
MUSI 50B	Piano II (1)
MUSI 50C	Piano III (1)
MUSI 50D	Piano IV (1)

TOTAL MAJOR UNITS 21-22

Associate Degree Requirements (as described above) 21-22

Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS 60

Music

- Certificate of Achievement

- Associate in Arts Degree

The Music program prepares students with musical skills requisite for artistic self-expression in at least one major performance area at a level appropriate to a particular music concentration. Upon completion of this program, students will demonstrate fundamental musical skills including performance, keyboard competency, theory and musicianship.

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

- 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 expression and to communicate the results.
- 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.
- Demonstrate intermediate keyboard competency through the performance of level appropriate piano literature.

Certificate of Achievement Requirements Units

REQUIRED CORE: 16

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 50A	Beginning Piano I (1)
MUSI 50B	Beginning Piano II (1)
MUSI 50C	Intermediate Piano I (1)
MUSI 50D	Advanced Piano I (1)

Select four semesters of the following: 2

MUSI 25	Applied Music (.5)
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Select four semesters from one of the following.

Multiples of the same ensemble are encouraged: 4

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)
MUSI 40	Voice Fundamentals (1)
MUSI 48A	Beginning/Intermediate Guitar (1)
MUSI 48B	String Guitar - Intermediate (1)

TOTAL CERTIFICATE UNITS 22

Associate in Arts Degree Major Requirements Units

Certificate Requirements (as described above) 22

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60



COURSE DESCRIPTIONS

Music - Commercial

MUSC 13 - Music Technology and Sequencing

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 hours lab

This is an introductory course that surveys applications of computers and software used in music creation, music sequencing, and music notation. Students learn current software to create music with an emphasis on the musical instrument digital interface (MIDI), sequencing. Students also learn to use notation software to create and display readable music.

Credit transferable: CSU

MUSC 14A - Recording Arts I

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 hours lab

This course is an introduction to multi-track recording. The emphasis is on small studio set up 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area C

MUSC 14B - Recording Arts II

3 units • LG • Total hours: 34 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: MUSC 14A (or MUSI 14A) • Credit transferable: CSU

Music

MUSI 1 - Music Appreciation

3 units • LG-P/NP • Total hours: 51 hours lecture

This course offers 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID MUS 100]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

MUSI 2 - Introduction to Broadway Musicals

3 units • LG-P/NP • Total hours: 51 hours lecture

This course provides guided listening to facilitate understanding of the history and development of the American musical stage. Emphasis is on music by American composers. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

MUSI 3 - Introduction to American Music

3 units • LG-P/NP • Total hours: 51 hours lecture

This course covers the development of American jazz, pop, and rock music, with emphasis on musical elements, major innovators, stylistic changes, and the criteria to rate a good performance. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

MUSI 5 - Introduction to World Music

3 units • LG-P/NP • Total hours: 51 hours lecture

This introductory course explores selected ethnic musical traditions across the world. It surveys the interrelationships of music and culture from Latin America, Asia, Africa, Native America, and Europe. Musical vocabulary and listening skills are developed through exposure to recordings, lectures, assignments, and analysis.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; MPC, Area C

MUSI 9 - Music Business and Entrepreneurship

3 units • LG-P/NP • Total hours: 34 hours lecture; 34 hours studio

Students learn a portfolio of practical, business-oriented skills and skills critical to today's working musician. Students learn audio and video editing, effective music notation, concert or recital planning, and the management of teaching studios. Access to editing tools and equipment is provided.

Credit transferable: CSU

**MUSI 10A - Music Theory and Musicianship I**

4 units • LG • Total hours: 68 hours lecture; 17 hours 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID MUS 120; C-ID MUS 125]

Advisories: Concurrent enrollment in an appropriate piano course (recommended by TMC) • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

MUSI 10B - Music Theory and Musicianship II

4 units • LG • Total hours: 68 hours lecture; 17 hours lab

This course incorporates the concepts from MUSI 10A. In addition, through guided composition and analysis, the course includes 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 MUSI 10A through ear training, sight singing, analysis, and dictation. Portions of instruction may be offered online; may also be offered fully online. [C-ID MUS 130; C-ID MUS 135]

Prerequisite: MUSI 10A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; IGETC, Area 3A

MUSI 10C - Music Theory and Musicianship III

4 units • LG • Total hours: 68 hours lecture; 17 hours lab

This course incorporates the concepts from MUSI 10B. In addition, through writing and analysis, the course will include introduction to chromatic harmony, secondary/applied chords, modulation, borrowed chords, and an introduction to Neapolitan and augmented-sixth chords. This course also applies and develops the rhythmic, melodic, and harmonic materials of MUSI 10B through ear training, sight singing, analysis, and dictation. Portions of instruction may be offered online; may also be offered fully online. [C-ID MUS 140; C-ID MUS 145]

Prerequisite: MUSI 10B • Credit transferable: CSU, UC

MUSI 10D - Music Theory and Musicianship IV

4 units • LG • Total hours: 68 hours lecture; 17 hours lab

This course incorporates the concepts from MUSI 10C. In addition, through writing and analysis, the course includes 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, and meter and rhythm. This course also applies and develops the rhythmic, melodic, and harmonic materials of MUSI 10C through ear training, sight singing, analysis, and dictation. Portions of instruction may be offered online; may also be offered fully online. [C-ID MUS 150; C-ID MUS 155]

Prerequisite: MUSI 10C • Credit transferable: CSU, UC

Program Requirements, Courses and Learning Outcomes

MUSI 11 - Sight Reading and Ear Training

1 unit • LG-P/NP • Total hours: 34 hours lecture

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 • Total hours: 34 hours studio/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 stresses the musical growth and success of the beginning singer. Portions of instruction may be offered online; may also be offered fully online. May be taken four times for credit. [C-ID MUS 180]

Prerequisite: Audition required • Credit transferable: CSU, UC • GE Credit: MPC, Area E2

MUSI 21 - I Cantori

1 unit • LG • Total hours: 51 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 22 - Jazz Choral Ensemble

1 unit • LG • Total hours: 34 hours studio/performance

This course is for the study, rehearsal, and public performance of jazz and commercial literature appropriate to the ensemble, with an emphasis on the development of skills needed to perform within a choral jazz 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 intermediate to advanced singer. Portions of instruction may be offered online; may also be offered fully online. May be taken four times for credit. [C-ID MUS 180]

Prerequisite: Audition required • Credit transferable: CSU

MUSI 25 - Applied Music

.5 unit • LG • Total hours: 8.5 hours studio; 8.5 hours studio by arrangement

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. Portions of instruction may be offered online; may also be offered fully online. May be taken four times for credit. [C-ID MUS 160]

Prerequisite: All students must audition to enroll • Advisories: Concurrent enrollment in an appropriate ensemble and in appropriate-level major preparation courses (Theory, Musicianship, Keyboard, etc.) • Credit transferable: CSU, UC

MUSI 30 - Concert Band

1 unit • LG • Total hours: 51 hours lab by arrangement

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. Portions of instruction may be offered online; may also be offered fully online. May be taken four times for credit. [C-ID MUS 180]

Limitation: Audition required • Credit transferable: CSU, UC

MUSI 32 - Jazz Ensemble

1 unit • LG • Total hours: 51 hours lab by arrangement

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. Portions of instruction may be offered online; may also be offered fully online. May be taken four times for credit. [C-ID MUS 180]

Limitation: Audition required • Credit transferable: CSU, UC

MUSI 35 - String Orchestra

1 unit • LG • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. May be taken four times for credit. [C-ID MUS 180]

Limitation: Audition required • Credit transferable: CSU, UC

MUSI 36 - Jazz Improv Ensemble

1 unit • LG • Total hours: 51 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]

Prerequisite: Audition required • Credit transferable: CSU, UC

MUSI 40 - Voice Fundamentals I

1 unit • LG-P/NP • Total hours: 34 hours studio/performance

Designed to assist in development of the solo voice. Attention given to the fundamentals of voice production. Songs in standard literature for solo voice studies. Portions of instruction may be offered online; may also be offered fully online.

Limitation: Ability to match pitch • Credit transferable: CSU, UC

MUSI 41 - Voice Fundamentals II

1 unit • LG-P/NP • Total hours: 34 hours studio/performance

This course is a continuation of the principles of correct vocal technique and production in MUSI 40. Foreign art songs are introduced and intermediate vocal exercises are stressed. Further emphasis is placed on legato singing, diction, interpretation, and expression. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: MUSI 40 • Credit transferable: CSU, UC

MUSI 48A - Guitar I

1 unit • LG-P/NP • Total hours: 8.5 hours lecture; 42.5 hours lab

This is an introductory course in playing the guitar. Students learn basic playing technique, tuning, chords, major scales, and beginning repertoire. No previous musical training or experience on the guitar is required. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Limitation: Students must have their own full-size, playable guitars; guitars are not provided • Credit transferable: CSU, UC • GE Credit: MPC, Area E2

MUSI 48B - Guitar II

1 unit • LG-P/NP • Total hours: 8.5 hours lecture; 42.5 hours lab

This is an intermediate course in playing the guitar and a continuation of MUSI 48A. Students learn playing techniques such as moveable chords, major and minor scales, and contemporary guitar techniques. Repertoire is drawn from a diverse set of styles including, but not limited to, classical, folk, blues, rock, and jazz. May be taken four times for credit. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: MUSI 48A • Limitation: Students must have their own full-size guitar in playable condition • Credit transferable: CSU, UC

MUSI 50A - Piano I

1 unit • LG-P/NP • Total hours: 34 hours studio/performance

This course is an introduction to beginning keyboard skills, including notation. It includes basic technique, major and minor five finger patterns, major scales, sight reading and basic chord progressions, as they are encountered in beginning piano music. Portions of instruction may be offered online; may also be offered fully online. [C-ID MUS 170]

Credit transferable: CSU, UC • GE Credit: MPC, Area E2

MUSI 50B - Piano II

1 unit • LG-P/NP • Total hours: 34 hours studio/performance

This course is a continuation of MUSI 50A. It is recommended that students enroll for MUSI 50A or demonstrate to the instructor the equivalent keyboard skills. This course is an introduction to beginning keyboard skills, including notation. It includes basic technique, major and minor five finger patterns, major scales, sight reading and basic chord progressions, as they are encountered in beginning piano music. Portions of instruction may be offered online; may also be offered fully online. [C-ID MUS 171]

Prerequisite: MUSI 50A • Credit transferable: CSU, UC

MUSI 50C - Piano III

1 unit • LG-P/NP • Total hours: 34 hours studio/performance

This course is a continuation of MUSI 50B. Students refine and further develop beginning keyboard skills. This includes piano technique, major scales and arpeggios, sight-reading, chord progressions and harmonization and transposition skills, as encountered in upper-beginning/early intermediate piano music. Portions of instruction may be offered online; may also be offered fully online. [C-ID MUS 172]

Prerequisite: MUSI 50B • Credit transferable: CSU, UC

MUSI 50D - Piano IV

1 unit • LG-P/NP • Total hours: 34 hours studio/performance

This course is a continuation of MUSI 50C. This course will allow students to further refine and develop beginning keyboard skills. Piano technique, major and minor scales and arpeggios, sight-reading, expanded chord progressions, and harmonization and transposition skills are encountered in intermediate piano music. Portions of instruction may be offered online; may also be offered fully online. [C-ID MUS 172]

Prerequisite: MUSI 50C • Credit transferable: CSU, UC

MUSI 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

This course provides students with the opportunity to gain a deeper study and understanding of a specific area within Music. A specific instructor and a chosen topic is required. Portions of instruction may be offered online; may also be offered fully online.

Advisory: MUSI 10A • Credit transferable: CSU

MUSI 410 - Music Appreciation

0 units • NC • Total hours: 17 hours 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 • Total hours: 34 hours lab

This course provides students with the opportunity to gain a deeper study and understanding of a specific area within Music. A specific instructor and a chosen topic is required. Portions of instruction may be offered online; may also be offered fully online.

Program Requirements, Courses and Learning Outcomes

Nursing

PROGRAMS OF STUDY

- **Nursing**
 - Associate in Science Degree
- **Pre-Nursing**
 - Associate in Science Degree

Nursing - Associate in Science Degree

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 a letter grade; lab sciences must be completed in face-to-face format at least once each with passing 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

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: 1-404-975-5000; Website: <http://www.acenursing.us>

California Board of Registered Nursing

P.O. Box 944210
Sacramento, CA 94244
1747 North Market Blvd., Suite 150
Sacramento, CA 95834
Phone: 916-322-3350; Website: www.rn.ca.gov

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

- Provide safe and effective nursing care to patients in a variety of clinical settings using Standards of Competent Performance and in accordance with California statutes and regulations outlined in the Nursing Practice Act.
- Formulate the plan of care to incorporate evidence-based practice.
- Integrate concepts of growth and development to enhance patient-centered care for diverse and dynamic patient populations.
- Utilize technology to effectively communicate, manage knowledge, prevent errors and support decision making.
- Coordinate activities as a leader within the interdisciplinary health care team to advocate for patients, families, and communities.

Complete Major, Competency Requirements, and all degree-applicable units (see pages 70-71, 74).

[*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 in Science Degree Major Requirements	Units
Prerequisite courses: (Requires letter grade)	25-26

MATH 263* Intermediate Algebra and Coordinate Geometry (5)
or higher math course (4-5) - MATH 16 recommended

ANAT 1 Human Anatomy (2)
ANAT 2 Human Anatomy Lab (2)
BIOL 25 Applied Microbiology Lecture (3)
BIOL 26 Applied Microbiology Laboratory (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 74).

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 52A and NURS 52B or NURS 52B and NURS 54 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)
and 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 Science Degreee

The Pre-Nursing Associate in Science degree provides the science foundation for students who seek admission to a nursing program at a 4-year institution. The courses are also common prerequisites to associate degree nursing programs in California.

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 one's educational, career, and/or personal goals.
- Plan strategies to enhance the probability of acceptance into a nursing program.

Associate in Science Degree Major Requirements Units

REQUIRED CORE: 22.5

- 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)
- MATH 16 Elementary Statistics (4)
- NURS 150 Nursing Program Readiness (1.5)
- PHSO 1 Human Physiology (3)
- PHSO 2 Human Physiology Lab (2)

TOTAL MAJOR UNITS 22.5

Associate Degree Requirements (as described above) 22.5

Contact an MPC counselor for major preparation at specific institutions.

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60

COURSE DESCRIPTIONS

NURS 52A - Nursing I

8.5 units • LG • Total hours: 68 hours lecture; 229.5 hours lab by arrangement

This course addresses 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 adult acute care settings. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: NURS 100 • Corequisite: NURS 204 • Enrollment limitation: Admission to the Nursing Program • Credit transferable: CSU

Program Requirements, Courses and Learning Outcomes

NURS 52B - Nursing II

8.5 units • LG • Total hours: 68 hours lecture; 229.5 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: NURS 52A or (NURS 54 and NURS 55) •
Corequisite: NURS 205 • *Credit transferable:* CSU

NURS 52C - Nursing III

9.5 units • LG • Total hours: 85 hours lecture; 229.5 hours lab by arrangement

This course addresses the application of the nursing process to patients with complex altered needs. Focus is on implementation of plan of care and evaluation of effectiveness of interventions. The course includes clinical experiences in geriatric, home care, and medical-surgical settings. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: NURS 52B • *Corequisite:* NURS 206 •
Enrollment limitation: Admission to the nursing program •
Credit transferable: CSU

NURS 52D - Nursing IV

9.5 units • LG • Total hours: 85 hours lecture; 229.5 hours lab by arrangement

This course integrates all steps of the nursing process for multiple patients with complex altered needs. Emphasis is on management of nursing care for groups of patients in structured mental health and medical surgical settings. Portions of instruction course may be offered online; may also be offered fully online.

Prerequisite: NURS 52C • *Corequisite:* NURS 207 •
Credit transferable: CSU

NURS 54 - Nursing I Accelerated

5.5 units • LG • Total hours: 42.5 hours lecture; 153 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: 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: 25.5 hours lecture; 85 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: NURS 100 • *Enrollment limitation:* Admission to the nursing program • *Credit transferable:* CSU

NURS 65 - Nursing Role Transition

3 units • LG • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Admission to the 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 • Total hours: 51 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 • Total hours: 51 hours lab by arrangement for each unit

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.

Prerequisite: NURS 52B • *Credit transferable:* CSU

NURS 100 - Pharmacology for Nursing

2 units • LG • Total hours: 25.5 hours lecture; 25.5 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: PHSO 1 and PHSO 2

NURS 150 - Nursing Program Readiness

1.5 units • P/NP • Total hours: 17 hours lecture; 25.5 hours lab

This course introduces pre-nursing students and students considering health care occupations to the role of the registered nurse in modern health care 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). Portions of instruction may be offered online; may also be offered fully online.

NURS 153 - Nursing Graduate Transition to Practice

5.5 units • P/NP • Total hours: 300 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 • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Admission or alternate status for the nursing program.

NURS 180A - Introduction to Professional Skills Development

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may be offered fully online.

Corequisite: NURS 52A

NURS 180B - Beginning Professional Skills Development

1 unit • P/NP • Total hours: 51 hours lab by arrangement

This course provides second semester nursing students the opportunity to apply leadership skills through the service learning and 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. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: NURS 52B

NURS 180C - Intermediate Professional Skills Development

1 unit • P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: NURS 52C

NURS 180D - Advanced Professional Skills Development

1 unit • P/NP • Total hours: 51 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 health care issues, and in writing resolutions within a professional organization. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: NURS 52D

NURS 201 - Preparation for Registered Nurse Licensure Exam

.5 unit • P/NP • Total hours: 30 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. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: For students who have recently graduated from a Nursing program

NURS 204 - Supervised Nursing Skills Lab I

.5-4 units • P/NP • Total hours: 51 hours lab by arrangement for each unit

This course reinforces content and procedures taught in first-semester-level nursing courses and provides supervised skills practice. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites or Corequisites: NURS 52A or NURS 54 or NURS 55

NURS 205 - Supervised Nursing Skills Lab II

.5-4 units • P/NP • Total hours: 51 hours lab by arrangement for each unit

This course reinforces content and procedures taught in second-semester-level nursing courses, and provides supervised skills practice. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Course enrollment limited to students currently enrolled in NURS 52B

NURS 206 - Supervised Nursing Skills Lab III

.5-4 units • P/NP • Total hours: 51 hours lab by arrangement for each unit

This course reinforces content and procedures taught in third-semester-level nursing courses, and provides supervised skills practice. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Course enrollment limited to students currently enrolled in NURS 52C

NURS 207 - Supervised Nursing Skills Lab IV

.5-4 units • P/NP • Total hours: 51 hours lab by arrangement for each unit

This course reinforces content and procedures taught in fourth-semester-level nursing courses, and provides supervised skills practice. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Course enrollment limited to students currently enrolled in NURS 52D

NURS 264 - Basic Arrhythmia and Coronary Care

1 unit • P/NP • Total hours: 17 hours lecture

This course provides an introduction to cardiac care, including anatomy and physiology of the heart, ECG interpretation, risk factor reduction, and review of medical and nursing interventions for the coronary care patient. Provides seventeen contact hours for California RN licensure renewal, provider number 00184. Portions of instruction may be offered online; may also be offered fully online.

Nutrition

PROGRAMS OF STUDY

- **Dietary Manager**
- *Certificate of Achievement*
- **Nutrition and Dietetics**
- *Associate in Science for Transfer Degree*
- **Nutrition and Food**
- *Certificate of Achievement*



Dietary Manager - *Certificate of Achievement*

The Dietary Manager Certificate of Achievement prepares individuals to manage an efficient, safe and healthful food service program. Students acquire skills for supervising both food production and personnel in healthcare and other food service institutions. The program includes both classroom/online instruction and field experience in relevant food service establishments. The program qualifies students to sit for the CDM, CFPP exam, a nationally recognized title. Earning an additional 2 or 4 year degree in Nutrition and/or Hospitality in addition to this certificate may improve salary and employment in this area.

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

- Pass the credentialing exam from the Certifying Board for Dietary Managers.
- Demonstrate cooking techniques commonly found in professional food service establishments.
- Plan sanitation policies and practices at a foodservice establishment.
- Evaluate patients' nutritional needs and formulate appropriate diets.

Certificate of Achievement Requirements	Units
COOP 91.21 Hospitality Work Experience	3
NUTF 25 Basic Medical Nutrition Therapy and Modified Diets	3
NUTF 35 Food Service I: Production, Sanitation, and Food Safety	3
NUTF 45 Food Service II: Facility and Human Resource Management	3
TOTAL CERTIFICATE UNITS	12

Nutrition and Dietetics

- *Associate in Science for Transfer Degree*

The Associate in Science in Nutrition and Dietetics for Transfer degree (AS-T in Science in Nutrition and Dietetics) program provides education in nutrition science and the relationship of the human diet to health and life-style-related diseases. The purpose of this major is to provide students with the education and training in the area of nutritional sciences or dietetics and the preparation necessary for transfer into the CSU system to pursue a baccalaureate degree in Nutrition and Dietetics. This major provides the opportunity for students to begin their career path in the field of Nutrition and Dietetics. A bachelor's degree from an accredited college/university is required by the Academy of Nutrition and Dietetics for application to dietetic internships to become certified as a Registered Dietitian Nutritionist (RDN). As a registered dietitian nutritionist, an individual will have the opportunity to work in hospitals, food service companies, health-care agencies, and many other areas requiring nutrition counseling. 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:

- Use a high-quality broad-based education in the physical, biological, and social sciences as a stepping stone of knowledge in nutrition science to improve health and serve society.
- Identify the role of nutrients and healthy food preparations for optimal health and well-being.
- Select appropriate foods for a healthy diet and disease risk reduction.
- Clearly communicate nutrition concepts in oral and written formats.
- Think critically and ethically about nutrition research and its societal impact.
- Analyze how physical, social, emotional, and/or intellectual factors contribute to wellness and healthful living.

Associate in Science for Transfer Degree Major Requirements	Units
REQUIRED CORE:	20
BIOL 25 Applied Microbiology Lecture (3)	
BIOL 26 Applied Microbiology Laboratory (1)	
CHEM 1A General Chemistry I (5)	
CHEM 1B General Chemistry II (5)	
NUTF 1 Nutrition (3)	
PSYC 1 General Psychology (3)	
LIST A: Select one from the following:	4-5
ANAT 1 Human Anatomy (2) and ANAT 2 - Human Anatomy Lab (2)	
CHEM 12A Organic Chemistry I (5)	
MATH 16 Elementary Statistics (4)	
PHSO 1 Human Physiology (3) and PHSO 2 - Human Physiology Lab (2)	
LIST B: Select one from the following:	3
NUTF 10 Food Science (2) and NUTF 10L - Food Science and Safety Laboratory (1)	
SOCI 1 Introduction to Sociology (3)	
TOTAL MAJOR UNITS	27-28
Associate Degree Requirements (as described above)	27-28
<i>Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).</i>	
TOTAL DEGREE UNITS	60

Nutrition and Food - Certificate of Achievement

The Nutrition and Food Certificate of Achievement 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. The Nutrition and Food certificate provides relevant training and improved professional marketability for allied health professionals, personal trainers, and other interested individuals from a wide range of careers. It also introduces the student to the multi-faceted field of nutrition and explores different career options in Nutrition with further study.

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 Achievement Requirements		Units
NUTF 1	Nutrition	3
NUTF 2	Introduction to Careers in Nutrition, Dietetics, and Food	1
NUTF 3	Nutrition Issues and Controversies	2
NUTF 10	Food Science	2
	and NUTF 10L - Food Science and Safety Laboratory	1
TOTAL MAJOR UNITS		9

COURSE DESCRIPTIONS

NUTF 1 - Nutrition

3 units • LG-P/INP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area E; MPC, Area E1

NUTF 2 - Introduction to Careers in Nutrition, Dietetics, and Food

1 unit • LG • Total hours: 17 hours 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

NUTF 3 - Nutrition Issues and Controversies

2 units • LG-P/INP • Total hours: 34 hours lecture by arrangement

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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E1

NUTF 10 - Food Science

2 units • LG-P/INP • Total hours: 34 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID NUTR 120 with NUTF 10L]

Corequisite: NUTF 10L • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area B (with NUTF 10L)

NUTF 10L - Food Science and Safety Laboratory

1 unit • LG-P/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID NUTR 120 with NUTF 10]

Corequisite: NUTF 10 • Credit transferable: CSU • GE Credit: MPC, Area B (with NUTF 10) • Materials Fee: \$30

NUTF 20 - Community Nutrition for the Lifespan

3 units • LG • Total hours: 51 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.

Prerequisite: NUTF 1 • Credit transferable: CSU

NUTF 25 - Basic Medical Nutrition Therapy and Modified Diets

3 units • LG • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2

NUTF 35 - Food Service I: Production, Sanitation, and Food Safety

3 units • LG-P/INP • Total hours: 51 hours lecture

This course is an introduction to Foodservice principles and practices for the Dietary Manager. Recipe standardization, food production and distribution, food safety, and quality control are covered. This course is part I of the foodservice series for the Dietary Manager Training Program. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU

NUTF 45 - Food Service II: Facility and Human Resource Management

3 units • LG-P/INP • Total hours: 51 hours lecture

This course incorporates the skills and knowledge necessary for Certified Dietary Managers to manage both facilities and personnel with an emphasis on personnel, communications, and business operations. This is part II of the foodservice series for the Certified Dietary Manager Program. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU

Program Requirements, Courses and Learning Outcomes

NUTF 58 - Sanitation, Safety, Equipment

3 units • LG-P/NP • Total hours: 51 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 HOSP 58; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

NUTF 215 - Certified Dietary Manager/Food Protection Professional Prep

1 unit • LG-P/NP • Total hours: 17 hours lecture

This course offers exam preparation and review for those taking the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) exam. Portions of instruction may be offered online; may also be offered fully online.

NUTF 400 - Plant-Based Whole-Food Cooking

0 units • NC • Total hours: 4 hours lecture; 14 hours lab

This course covers the benefits of a plant-based whole-food diet from a health and sustainability perspective, and provides students the basic cooking skills to prepare a variety of different plant-based whole-food meals and snacks. Portions of instruction may be offered online; may also be offered fully online.

NUTF 405 - Nutrition for Healthy Aging

0 units • NC • Total hours: 17 hours lecture

This course provides participants with strategies to eat healthfully to prevent or delay chronic conditions and live healthier, more active lives. It is focused on nutrition issues affecting older adults, including nutrition recommendations for seniors, nutrients of concern, fluids, regular physical activity, eating on a budget, grocery shopping, food safety, and community programs to foster health and connection. Portions of instruction may be offered online; may also be offered fully online.

Oceanography

COURSE DESCRIPTIONS

OCEN 2 - Introductory Oceanography

3 units • LG-P/NP • Total hours: 51 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.

Corequisite: OCEN 2L • Advisory: Completion of or concurrent enrollment in ENGL 1A; eligibility for MATH 263 • Credit transferable: CSU, UC • GE Credit: CSU, Area B1; IGETC, Area 5A; MPC, Area B (with OCEN 2L)

OCEN 2L - Introductory Oceanography Lab

1 unit • LG-P/NP • Total hours: 51 hours lab

This course offers fundamental laboratory study and examination of the topics introduced in OCEN 2. Local field trips are required. Portions of instruction may be offered online; may also be offered fully online.

Corequisite: OCEN 2 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area B3; IGETC, Area 5C; MPC, Area B (with OCEN 2)

Older Adult Noncredit Courses

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.

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 • Total hours: 51 hours lab

Techniques of drawing and principles of composition are emphasized in this course. Students work in a variety of media. Portions of instruction may be offered online; may also be offered fully online.

English

ENGL 406 - Creative Writing

0 units • NC • Total hours: 51 hours lab

This is an intensive course in creative expression through prose and poetry.

ENGL 425 - From the Book Shelf

0 units • NC • Total hours: 34 hours lecture by arrangement

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 401 - Prehistory and Earliest Civilizations (to 1200 BCE)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults and begins with a brief look at human origins and the earliest cave paintings, and then moves on to study the history, literature, religion, and visual culture of two of the earliest cultures on the planet: Sumeria and Egypt. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 402 - Foundations of the Classical World (1200-500 BCE)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to examine the Minoan culture and then the concurrent cultures of the Mycenaean Greeks, Neo-Babylonians, Hittites, and the Old Testament Hebrews, focusing on history, visual culture, religion, and literature. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 403 - The Golden Age of Greece (500-300 BCE)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to examine 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), Greek theatre, and Greek visual culture are some of the topics treated. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online. Also offered fully online.

GENT 404A - The Roman Republic and Rise of Empire (500 BCE-14 CE)

0 units • NC • Total hours: 17 hours lecture

This course is designed for Older Adults to examine the origins of the Roman Republic and its transition to an Empire under Augustus, considering such topics as law, engineering, military tactics, political institutions, literature, religion and philosophy, and visual culture. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 405 - Medieval World: Part I (400-1100)

0 units • NC • Total hours: 17 hours lecture

This course is designed for Older Adults to look at the Western world after the collapse of the Roman Empire and then trace the incursion of the Germanic tribes into various territories, wherein a unique culture was produced by the combination of Roman, Christian, and Germanic elements. Contemporaneous developments in the Byzantine Empire will also be investigated. Religion, visual culture, philosophy, and literature will be examined within these diverse contexts in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 406 - The Medieval World: Part II (1100-1350)

0 units • NC • Total hours: 17 hours lecture

This course is designed for Older Adults to study the period sometimes called "the first Renaissance": the Christian age of Europe – the age of Thomas Aquinas, cathedrals, the Crusades, courtly love, and Dante. It is also an age of economic recovery, urban expansion, and the establishment of universities. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

Program Requirements, Courses and Learning Outcomes

GENT 407 - The Early Renaissance (1350-1520)

0 units • NC • Total hours: 17 hours lecture

This course is designed for Older Adults to examine the changes in Western life and thought that resulted from the rediscovery of the classical ages of Greece and Rome, known as the “Renaissance.” It features many of the places, figures, and events that define the era, including Florence, the Medici, the growth of trade, the Hundred Years War, Humanism, new music, philosophy, Machiavelli, Chaucer, and visual culture including Donatello and Leonardo da Vinci. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 408 - Late Renaissance and Reformation (1520-1600)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to examine 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. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 409 - Foundations of the Modern World (1600-1690)

0 units • NC • Total hours: 17 hours lecture

This course is designed for Older Adults to consider the period in which the foundation for the modern world was established, characterized by 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 literature including the metaphysical poets and John Milton. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 410 - The Age of Reason (1690-1775)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults and 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, movements in the arts, 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. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 411 - Reaction and Revolution (1775-1815)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to study the causes, events, central figures and consequences of the French Revolution and the Napoleonic age. Additionally, it examines the connections between this historical 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. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 412 - The Age of Progress (1815-1870)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to examine 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. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 413 - The End of Innocence (1870-1918)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to investigate 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, Post-Impressionism, Symbolism, Expressionism, Cubism, Futurism, Marxism and Freudianism. It culminates with World War I and the Russian Revolution. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 414 - Between the Wars (1918-1945)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to examine the period 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. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

GENT 415 - World War II to the Present (1945-Present)

0 units • NC • Total hours: 17 hours lecture

The course is designed for Older Adults to examine the selected aspects of world history and culture since 1945, 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 rapidly changing world. These will be studied in order to draw universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

Music

MUSI 410 - Music Appreciation

0 units • NC • Total hours: 17 hours 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 • Total hours: 34 hours lab

This Older Adult course is designed to study, in a structured group situation, topics in music. Portions of instruction may be offered online; may also be offered fully online.



Horticulture

HORT 425 - Successful Gardening Techniques

0 units • NC • Total hours: 34 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. Portions of instruction may be offered online; may also be offered fully online.

Theatre Arts

THEA 440 - Rehearsal and Performance

0 units • NC • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

World Civilization

WRLD 404B - The Roman Empire (14 – 600 CE)

0 units • NC • Total hours: 17 hours 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

See HORTICULTURE.

Personal Development

COURSE DESCRIPTIONS

PERS 10 - College Success

1 unit • LG-P/NP • Total hours: 17 hours lecture

This short-term course provides students with tools necessary to increase academic and life success including college expectations, resources, facilities, requirements, and educational planning. The course provides a clear understanding of the AA/AS degrees, certificates, and transfer to CSU, UC, and private universities; schedule building; student services; school policies; and college culture. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: PERS 10, PERS 50, PERS 51 combined: maximum credit, 1 course) • GE Credit: MPC, Area E2

PERS 50 - Making College Count

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: PERS 10, PERS 50, PERS 51 combined: maximum credit, 1 course) • GE Credit: CSU, Area E; MPC, Area E2

PERS 51 - Career and Life Planning

3 units • LG-P/NP • Total hours: 51 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.

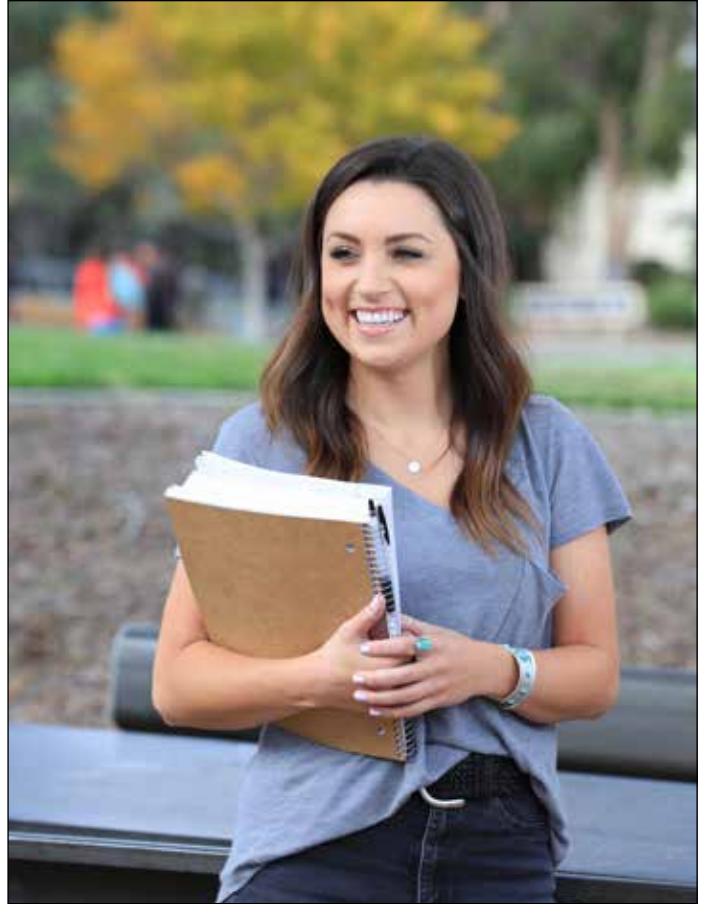
Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: PERS 10, PERS 50, PERS 51 combined: maximum credit, 1 course) • GE Credit: CSU, Area E; MPC, Area E2

PERS 59 - Study Skills for Success

1 unit • LG-P/NP • Total hours: 17 hours lecture

This course is designed to help students at all academic levels to improve their study skills in time management, goal-setting, lecture and textbook note-taking, textbook reading, exam preparation, and test-taking to increase their academic success. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU • GE Credit: MPC, Area E2



PERS 71 - Career Assessment and Exploration

1 unit • LG-P/NP • Total hours: 17 hours lecture

This course is designed to help students determine an appropriate career, major or job choice. Self-assessment activities such as vocational surveys, personality assessments, work values, skill identification, decision making and goal setting may be used. Students have an opportunity to explore careers and gain a better understanding of career options. They research careers and college majors in order to make informed choices. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU • GE Credit: MPC, Area E2 • Materials Fee: \$30

Philosophy

PROGRAM OF STUDY

- **Philosophy**

- Associate in Arts for Transfer Degree



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 Major Requirements	Units
REQUIRED CORE:	15
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)	
Select one course from the following:	3
PHIL 8 Introduction to World Religions (3)	
PHIL 10 Introduction to Critical Thinking (3)	
PHIL 13 Introduction to Eastern Philosophy (3)	
TOTAL MAJOR UNITS	18
Associate Degree Requirements (as described above)	18
<i>Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).</i>	
TOTAL DEGREE UNITS	60

COURSE DESCRIPTIONS

PHIL 2 - Introduction to Philosophy

3 units • LG-P/INP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

PHIL 4 - Moral Issues

3 units • LG-P/INP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, E; IGETC, Area 3B; MPC, Area C

PHIL 6 - Introduction to Logic

3 units • LG • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID PHIL 110]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area A3; MPC, Area A2

PHIL 8 - Introduction to World Religions

3 units • LG-P/INP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C, F

PHIL 10 - Introduction to Critical Thinking

3 units • LG-P/INP • Total hours: 51 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. Minimum writing requirement: 6,000 words. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area A3; IGETC, Area 1B; MPC, Area A2

PHIL 13 - Introduction to Eastern Philosophy

3 units • LG-P/INP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

PHIL 40 - Introduction to Feminist Theory

3 units • LG-P/INP • Total hours: 51 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 GWOS 40 and HUMA 40; credit may be earned only once. May also be offered online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D, F

Physical Education

PROGRAM OF STUDY

- **Physical Education Aide**
- Associate in Science Degree

Physical Education Aide - Associate in Science Degree

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 Major Requirements Units

REQUIRED CORE: 13

ANAT 5	Human Biology (4)	
KINS 40	Introduction to Kinesiology (3)	
KINS 41	Prevention and Care of Athletic Injuries (3)	
KINS 48	Psychology of Fitness and Sport Performance (3)	
Current Red Cross Advanced First Aid Card and CPR Card		0

Select six units from the following: 6

ATHL 18	Fundamentals of Football (.5)	
ATHL 20.1	Sill Development for Baseball (2)	
ATHL 20.2	Skill Development for Basketball - Men (.5-1)	
ATHL 20.3	Skill Development for Basketball - Women (.5-1)	
ATHL 20.4	Skill Development for Football (1)	
ATHL 20.5	Skill Development for Golf (1)	
ATHL 20.6	Skill Development for Softball (1.5)	
ATHL 20.8	Skill Development for Tennis (.5)	
ATHL 20.9	Skill Development for Track and Field (2)	
ATHL 20.11	Skill Development for Soccer - Men (1)	
ATHL 20.12	Skill Development for Soccer - Women (1)	
ATHL 21	Competitive Golf (.5)	
ATHL 29	Varsity Athletic Conditioning (.5)	
ATHL 30.1	Intercollegiate Basketball - Women (1.5)	
ATHL 30.2	Intercollegiate Softball - Women (3)	
ATHL 30.3	Intercollegiate Volleyball - Women (3)	
ATHL 30.4	Intercollegiate Tennis - Women (3)	
ATHL 30.6	Intercollegiate Soccer - Women (3)	
ATHL 30.7	Intercollegiate Beach Volleyball - Women (3)	
ATHL 31.1	Intercollegiate Football - Men (3)	

ATHL 31.2	Intercollegiate Basketball - Men (1.5)
ATHL 31.3	Intercollegiate Baseball - Men (3)
ATHL 31.4	Intercollegiate Golf - Men (3)
ATHL 31.5	Intercollegiate Soccer - Men (3)
ATHL 32.1	Intercollegiate Track and Field - Women/Men (3)
ATHL 32.4	Intercollegiate Cross Country - Women/Men (3)
ATHL 61A	Elements of Football I (.5)
KINS 50	Orientation for Athletes (2)
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 (1)
PFIT 19B	Body Sculpting II (1)
PFIT 19C	Body Sculpting III (1)
PFIT 19D	Body Sculpting IV (1)
PFIT 20	Circuit Training (1)
PFIT 21A	Flexibility and Relaxation Techniques I (1)
PFIT 21B	Flexibility and Relaxation Techniques II (1)
PFIT 21C	Flexibility and Relaxation Techniques III (1)
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 23A	Functional Fitness I (1)
PFIT 23B	Functional Fitness II (1)
PFIT 23C	Functional Fitness III (1)
PFIT 23D	Functional Fitness 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 (1)
- PHED 5E Tennis IV (1)
- PHED 6A Soccer I (1)
- PHED 6B Soccer II (1)
- PHED 6C Soccer III (1)
- PHED 7A Swimming I (1)
- PHED 7B Swimming II (1)
- PHED 9A Pickleball I (1)
- PHED 9B Pickleball II (1)
- PHED 9C Pickleball III (1)
- PHED 9D Pickleball IV (1)
- 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 22A Introduction to Basketball (1)
- PHED 22B Intermediate Basketball (1)
- PHED 22C Intermediate/Advanced Basketball (1)
- PHED 22D Advanced Basketball (1)
- PHED 23A Martial Arts/Self-Defense I (1)
- PHED 23B Martial Arts/Self-Defense II (1)

Select one course from the following: **3**

- SPCH 1 Public Speaking (3)
- SPCH 2 Small Group Communication (3)

TOTAL MAJOR UNITS **22**

Associate Degree Requirements (as described above) **22**

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS **60**

COURSE DESCRIPTIONS

PHED 2A - Golf I

1 unit • LG-P/NP • Total hours: 51 hours lab

Students develop skill and knowledge of the basic swing, equipment, and rules and etiquette of golf at a beginning level. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 2B - Golf II

1 unit • LG-P/NP • Total hours: 51 hours lab

This is a continuation of PHED 2A. Students develop intermediate level golf skills and learn course play including sand shots. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 2A • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 2C - Golf III

1 unit • LG-P/NP • Total hours: 51 hours lab

This course is a continuation of PHED 2B. It is designed for intermediate/advanced golfers. Topics covered include swing technique for various types of golf shots, course etiquette, and course management at an intermediate/advanced level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 2B • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 2D - Golf IV

1 unit • LG-P/NP • Total hours: 51 hours lab

This course is a continuation of PHED 2B. It is designed for intermediate/advanced golfers. Topics covered include swing technique for various types of golf shots, course etiquette, and course management at an intermediate/advanced level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 2C • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 5A - Tennis I

1 unit • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

Program Requirements, Courses and Learning Outcomes

PHED 5B - Tennis II

1 unit • LG-P/NP • Total hours: 51 hours lab

This is a continuation of PHED 5A. 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: PHED 5A • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 5D - Tennis III

1 unit • LG-P/NP • Total hours: 51 hours lab

This course is a continuation of PHED 5B. Students refine intermediate tennis skills and learn intermediate/advanced techniques and strategies in singles and doubles. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 5B • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 5E - Tennis IV

1 unit • LG-P/NP • Total hours: 51 hours lab

This course is a continuation of PHED 5D. 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 5D • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 6A - Soccer I

1 unit • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 6B - Soccer II

1 unit • LG-P/NP • Total hours: 51 hours lab

This course is a continuation of PHED 6A. Students develop intermediate level skills in offensive and defensive soccer techniques. Intermediate level soccer strategies for team play are introduced. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: PHED 6A (or PHED 6) • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 6C - Soccer III

1 unit • LG-P/NP • Total hours: 51 hours lab

This course is a continuation of PHED 6B. Students learn advanced offensive and defensive soccer skills and strategy, including advanced concepts for team play. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 6B • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 7A - Swimming I

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 7B - Swimming II

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of PHED 7A. Students develop Red Cross intermediate swimming skills including treading water, front and back crawls, and breaststroke. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 7A • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 9A - Pickleball I

1 unit • LG-P/NP • Total hours: 68 hours lab

Students are introduced to the development of beginning techniques and skills for playing pickleball. The course will include rules and strategies for singles and doubles play. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 9B - Pickleball II

1 unit • LG-P/NP • Total hours: 68 hours lab

This is a continuation of PHED 9A. Students develop intermediate competency in the forehand and backhand strokes and are introduced to the lob, overhead smash, volley, and dinks. Intermediate singles, doubles, and mixed doubles strategies are included. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 9A • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 9C - Pickleball III

1 unit • LG-P/NP • Total hours: 68 hours lab

This is a continuation of PHED 9B. Students develop intermediate/advanced competency in forehand and backhand strokes, lob, overhead smash, volley, dinks, and third shot drops. Intermediate/advanced singles, doubles and mixed doubles strategies are included. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 9B • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PHED 9D - Pickleball IV

1 unit • LG-P/NP • Total hours: 68 hours lab

This is a continuation of PHED 9C. Students develop advance competency in forehand and backhand strokes, lob, overhead smash, volley, dinks, third shot drops and around the post. Advanced singles, doubles and mixed doubles strategies are included. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 9C • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 12B - Competitive Swimming I

1 unit • LG-P/NP • Total hours: 68 hours lab

Students learn physical conditioning, skill development and knowledge of racing and training strategy of competitive swimming. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 12C - Competitive Swimming II

1 unit • LG-P/NP • Total hours: 68 hours lab

Students develop swimming skills and physical conditioning appropriate for competitive swimming at the intermediate level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 12B • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 12D - Competitive Swimming III

1 unit • LG-P/NP • Total hours: 68 hours lab

Students develop swimming skills and physical conditioning appropriate for competitive swimming at an intermediate/advanced level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 12C • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 12E - Competitive Swimming IV

1 unit • LG-P/NP • Total hours: 68 hours lab

Students develop swimming skills and physical conditioning appropriate for competitive swimming at an advanced level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 12D • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 15A - Volleyball I

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 15B - Volleyball II

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of PHED 15A. Students develop intermediate skills and strategies of volleyball, including coed and two-person competition. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 15A • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 15D - Volleyball III

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of PHED 15B. Students develop intermediate/advanced skills and strategies in volleyball. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 15B • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 15E - Volleyball IV

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of PHED 15D. Students learn advanced skills and strategies for competitive volleyball. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 15D • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 22A - Introduction to Basketball

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 22B - Intermediate Basketball

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 22A • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 22C - Intermediate/Advanced Basketball

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 22B • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

Program Requirements, Courses and Learning Outcomes



PHED 22D - Advanced Basketball

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 22C • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 23A - Martial Arts/Self-Defense I

1 unit • LG-P/NP • Total hours: 51 hours lab

This course introduces the beginning skills, strategies, and tactics of self-defense. It provides students the opportunity to develop beginning skills of martial arts including karate, jui jitsu, and MMA. Students may have the opportunity for belt ranking. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 23B - Martial Arts/Self-Defense II

1 unit • LG-P/NP • Total hours: 51 hours lab

This course introduces the intermediate skills, strategies, and tactics of self-defense. It provides students the opportunity to develop intermediate skills of martial arts, including karate, jui jitsu, and MMA. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 23A • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 24A - Beach Volleyball I

1 unit • LG-P/NP • Total hours: 51 hours lab

This course provides instruction in the skills and strategies of beach volleyball for the beginning student. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 24B - Beach Volleyball II

1 unit • LG-P/NP • Total hours: 51 hours lab

This course provides instruction in the skills and strategies of beach volleyball for the intermediate student. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PHED 24A • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PHED 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit

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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU

Physical Fitness

PROGRAMS OF STUDY

- **Fitness Instructor Training**
 - Associate in Science Degree
 - Certificate of Achievement

Fitness Instructor Training

- Certificate of Achievement
- Associate in Science Degree

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 Requirements	Units
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REQUIRED CORE:	11.5-12.5
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KINS 51	Fitness and Wellness Strategies (2)	
KINS 60	Fitness Exercise Physiology (1)	
KINS 63	Fitness Anatomy and Kinesiology (2)	
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 92	Teaching Aide - Physical Fitness (1)	
PSYC 50	Health Psychology (3)	
Select one unit from the following:		1
PFIT 8	Aerobic Conditioning (.5-1)	
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 (1)	
PFIT 22A	Fitness Through Swimming I (1)	

Select one unit from the following:	1
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BUSC 108	Individualized Computer and Typing Skills (1)	
BUSC 109	Keyboarding for Computers (1)	
BUSC 140	Computer Applications: Microsoft Word (1)	
BUSC 141	MS Word 2013: Word/Windows II (1)	
BUSC 142	MS Word 2013: Word/Windows III (1)	
BUSC 143	MS Word 2013: Advanced Word/Windows (1)	
BUSC 170	Microsoft Windows 8 (.5)	



Select one course from the following:	3
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HLTH 4	Healthy Living (3)	
NUTF 1	Nutrition (3)	

Select one course from the following:	3-4
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ANAT 5	Human Biology (recommended) (4)	
HLTH 5	First Aid and CPR (3)	
KINS 41	Prevention and Care of Athletic Injuries (3)	
Current Red Cross CPR Card required		

TOTAL CERTIFICATE UNITS	19.5-21.5
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Associate in Science Degree Major Requirements	Units
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Certificate Requirements (as described above)	19.4-21.5
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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COURSE DESCRIPTIONS

PFIT 2 - Core Fitness Training

1 unit • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 6 - Cross-Training

1 unit • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. This course is designed to develop aerobic fitness by concurrently training.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

Program Requirements, Courses and Learning Outcomes

PFIT 7 - Distance Training

1 unit • LG-P/INP • Total hours: 51 hours lab

This course is designed to develop aerobic endurance through various types of distance training and interval training activities. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 8 - Aerobic Conditioning

.5-1 unit • LG-P/INP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 9 - Personal Fitness

1 unit • LG-P/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 10A - Beginning Weight Training

.5-1 unit • LG-P/INP • Total hours: 51 hours lab for each unit of credit

This course offers beginning weight training exercises and routines for developing and maintaining muscular tone, strength, and endurance. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 10B - Intermediate Weight Training

.5-1 unit • LG-P/INP • Total hours: 51 hours lab for each unit of credit

This course is a continuation of PFIT 10A. It offers intermediate weight training exercises and routines for developing and maintaining muscular tone, strength, and endurance. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: PFIT 10A (or PFIT 10) • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 10C - Advanced Weight Training

.5-1 unit • LG-P/INP • Total hours: 51 hours lab for each unit of credit

This course is a continuation of PFIT 10B. It offers advanced weight training exercises and routines for developing and maintaining muscular tone, strength, and endurance. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 10B • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 14 - Exercise for Health and Fitness

.5 unit • LG-P/INP • Total hours: 25.5 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 15A - Core Matwork I

.5-1 unit • LG-P/INP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 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 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. Portions of instruction may be offered online; also offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 15B - Core Matwork II

.5-1 unit • LG-P/INP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 unit of credit

This course is a continuation of Physical Fitness 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: PFIT 15A (or PFIT 15) • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 15C - Core Matwork III

.5-1 unit • LG-P/INP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 unit of credit

This course is 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 15B • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 15D - Core Matwork IV

.5-1 unit • LG-P/INP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 unit of credit

This course is 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. Portions of instruction may be offered online; also may be offered fully online.

Prerequisite: PFIT 15C • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 16A - Tai Chi I

.5-1 unit • LG-P/NP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 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 beginning exercises for relaxation, deep breathing, and centering. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 16B - Tai Chi II

.5-1 unit • LG-P/NP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 unit of credit

This course is a continuation of PFIT 16A. 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: PFIT 16A (or MASD 16A or PFIT 16) • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 16C - Tai Chi III

.5-1 unit • LG-P/NP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 unit of credit

This course is a continuation of PFIT 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: PFIT 16B (or MASD 16B) • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 16D - Tai Chi IV

.5-1 unit • LG-P/NP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 unit of credit

This is a continuation of PFIT 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: PFIT 16C (or MASD 16C) • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 17A - Yoga I

.5-1 unit • LG-P/NP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 17B - Yoga II

.5-1 unit • LG-P/NP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: PFIT 17A (or PFIT 17) • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 17C - Yoga III

.5-1 unit • LG-P/NP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 17B • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 17D - Yoga IV

.5-1 unit • LG-P/NP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 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. Increases flexibility and strength, promotes mindfulness and relaxation, and reduces stress. Appropriate for varying fitness levels and abilities. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 17C • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

Program Requirements, Courses and Learning Outcomes

PFIT 18A - Aerobic Fitness I

.5-1 unit • LG-P/NP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 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 for students of varying abilities. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 18B - Aerobic Fitness II

.5-1 unit • LG-P/NP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 18A • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 18C - Aerobic Fitness III

.5-1 unit • LG-P/NP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 18B • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 18D - Aerobic Fitness IV

.5-1 unit • LG-P/NP • Total hours: 34 hours lab for .5 unit of credit; 51 hours lab for 1 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 18C • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 19A - Body Sculpting I

1 unit • LG-P/NP • Total hours: 51 hours lab

This 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 19B - Body Sculpting II

1 unit • LG-P/NP • Total hours: 51 hours lab

This course is a continuation of PFIT 19A. 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: PFIT 19A (or PFIT 19) • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 19C - Body Sculpting III

1 unit • LG-P/NP • Total hours: 51 hours lab

This course is a continuation of PFIT 19B. 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 19B • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 19D - Body Sculpting IV

1 unit • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 19C • Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 20 - Circuit Training

1 unit • LG-P/NP • Total hours: 51 hours lab

This course provides resistance training for muscular strength and endurance, alternating with cardiovascular/aerobic training for a total body workout. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

PFIT 21A - Flexibility and Relaxation Techniques I

1 unit • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • GE Credit: CSU, Area E; MPC, Area E1

**PFIT 21B - Flexibility and Relaxation Techniques II**

1 unit • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: PFIT 21A (or PFIT 21) • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 21C - Flexibility and Relaxation Techniques III

1 unit • LG-P/NP • Total hours: 51 hours lab

This course is a continuation of PFIT 21B Flexibility and Relaxation Techniques II. 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. Portions of instruction may be offered online; may also be offered online.

Prerequisite: PFIT 21B • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 22A - Fitness Through Swimming I

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Advisories: PHED 7B or intermediate swimming skills • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 22B - Fitness Through Swimming II

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 22A • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 22C - Fitness Through Swimming III

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 22B • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 22D - Fitness Through Swimming IV

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 22C • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

Program Requirements, Courses and Learning Outcomes

PFIT 23A - Functional Fitness I

1 unit • LG-P/NP • Total hours: 51 hours lab

This course provides students the opportunity to gain muscular strength, flexibility, balance, coordination, speed, power, and agility by performing conditioning drills using a variety of equipment. These movement patterns are intended to prepare students to be functionally fit for active lifestyles. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 23B - Functional Fitness II

1 unit • LG-P/NP • Total hours: 51 hours lab

This course is a continuation of PFIT 23A, which provides intermediate-level students the opportunity to gain muscular strength, flexibility, balance, coordination, speed, power, and agility by performing intermediate-level conditioning drills using a variety of equipment. These movement patterns are intended to prepare all students to be functionally fit for active lifestyles. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 23A • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 23C - Functional Fitness III

1 unit • LG-P/NP • Total hours: 51 hours lab

This course is a continuation of PFIT 23B. This course provides intermediate/advanced-level students the opportunity to gain muscular strength, flexibility, balance, coordination, speed, power, and agility by performing intermediate/advanced-level conditioning drills using a variety of equipment. These movement patterns are intended to prepare students to be functionally fit for active lifestyles. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 23B • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 23D - Functional Fitness IV

1 unit • LG-P/NP • Total hours: 51 hours lab

This course is a continuation of PFIT 23C. This course provides advanced students the opportunity to gain muscular strength, flexibility, balance, coordination, speed, power, and agility by performing advanced conditioning drills using a variety of equipment. These movement patterns are intended to prepare students to be functionally fit for active lifestyles. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 23C • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 30A - Triathlon Training I

1 unit • LG-P/NP • Total hours: 68 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 is on combining these skills for effective triathlon competition. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 30B - Triathlon Training II

1 unit • LG-P/NP • Total hours: 68 hours lab

This course is a continuation of PFIT 30A. Students learn to design intermediate-level personal training programs for triathlon events, further developing skills in open water swimming, cycling and running. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: PFIT 30A (or PFIT 30) • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 30C - Triathlon Training III

1 unit • LG-P/NP • Total hours: 68 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: PFIT 30B • *Credit transferable:* CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 50 - Independent Fitness and Testing Program

1 unit • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC (with limits: Any or all PE activity courses combined: maximum credit, 4 units) • *GE Credit:* CSU, Area E; MPC, Area E1

PFIT 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit

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. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU

PFIT 92 - Teaching Aide – Physical Fitness

1 unit • LG-P/NP • Total hours: 51 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

PROGRAMS OF STUDY

- **Physics**

- Associate in Science for Transfer Degree
- Associate in Science for UC Transfer Degree



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 Major Requirements	Units
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REQUIRED CORE:	24
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MATH 20A	Calculus with Analytic Geometry I (4)
MATH 20B	Calculus with Analytic Geometry II (4)
MATH 20C	Calculus of Several Variables (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)

TOTAL MAJOR UNITS	24
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Associate Degree Requirements (as described above)	24
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Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 72-74).

TOTAL DEGREE UNITS	60
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Physics

- Associate in Science for UC Transfer Degree

The Associate in Science in Physics for UC Transfer degree prepares students to pursue a Bachelor's degree in Physics at a University of California institution. This major provides students with a full two years of physics education as well as a strong foundation in math and chemistry. In addition, completion of the AS in Physics for UC Transfer degree allows students to defer for completion after transfer two courses in IGETC Area 3 (Arts and Humanities) and two courses in IGETC Area 4 (Social and Behavioral Sciences). Admission to the University of California is competitive; successful completion of this program does not guarantee acceptance to a UC campus.

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 UC Transfer Degree Major Requirements	Units
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REQUIRED CORE:	42
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CHEM 1A	General Chemistry I (5)
CHEM 1B	General Chemistry II (5)
MATH 20A	Calculus with Analytic Geometry I (4)
MATH 20B	Calculus with Analytic Geometry II (4)
MATH 20C	Calculus of Several Variables (4)
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)

TOTAL MAJOR UNITS	42
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Associate Degree Requirements (as described above)	42
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Consult with a counselor for specific school's admission requirements.

Complete Competency Requirements and IGETC pattern, deferring for completion after transfer to UC two courses each in Area 3 (Arts and Humanities) and Area 4 (Social and Behavioral Sciences). All courses taken must be UC-transferable.

TOTAL DEGREE UNITS	62
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Program Requirements, Courses and Learning Outcomes

COURSE DESCRIPTIONS

PHYS 2A - General Physics I

4 units • LG-P/NP • Total hours: 51 hours lecture; 68 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID PHYS 105]

Advisory: Completion of or concurrent enrollment in ENGL 1A; MATH 13 • *Credit transferable:* CSU, UC (with limits: PHYS 2A, PHYS 2B and PHYS 3A, PHYS 3B, PHYS 3C combined: maximum credit, 1 series - deduct credit for duplication of topics) • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C; MPC, Area B

PHYS 2B - General Physics II

4 units • LG-P/NP • Total hours: 51 hours lecture; 68 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID PHYS 110]

Prerequisite: PHYS 2A • *Credit transferable:* CSU, UC (with limits: PHYS 2A, PHYS 2B and PHYS 3A, PHYS 3B, PHYS 3C combined: maximum credit, 1 series - deduct credit for duplication of topics) • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C

PHYS 3A - Science and Engineering Physics I

4 units • LG-P/NP • Total hours: 51 hours lecture; 68 hours lab

This course is intended for students majoring in physical sciences and engineering. It 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID PHYS 205]

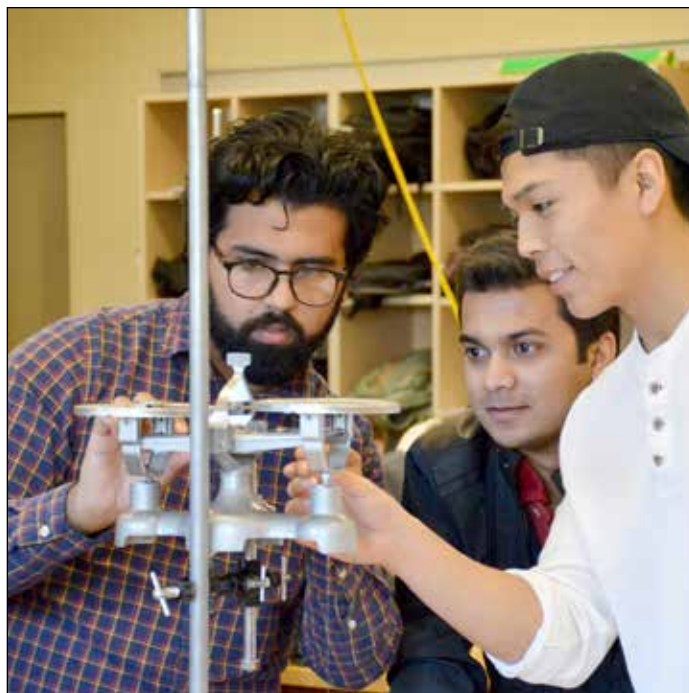
Prerequisite or Corequisite: MATH 20B • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: PHYS 2A, PHYS 2B and PHYS 3A, PHYS 3B, PHYS 3C combined: maximum credit, 1 series - deduct credit for duplication of topics) • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C; MPC, Area B

PHYS 3B - Science and Engineering Physics II

4 units • LG-P/NP • Total hours: 51 hours lecture; 68 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID PHYS 210]

Prerequisite: PHYS 3A • *Corequisite or Prerequisite:* MATH 20C • *Credit transferable:* CSU, UC (with limits: PHYS 2A, PHYS 2B and PHYS 3A, PHYS 3B, PHYS 3C combined: maximum credit, 1 series - deduct credit for duplication of topics) • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C



PHYS 3C - Science and Engineering Physics III

4 units • LG • Total hours: 51 hours lecture; 68 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID PHYS 215]

Prerequisites: MATH 20B; PHYS 3A • *Credit transferable:* CSU, UC (with limits: PHYS 2A, PHYS 2B and PHYS 3A, PHYS 3B, PHYS 3C combined: maximum credit, 1 series - deduct credit for duplication of topics) • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C

PHYS 10 - Introduction to Physics

4 units • LG-P/NP • Total hours: 51 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: no credit if taken after PHYS 2A or 3A) • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C; MPC, Area B

PHYS 12 - Integrated Physics and Chemistry

4 units • LG-P/NP • Total hours: 51 hours lecture; 51 hours lab

This course provides an introduction to the basic physical and chemical properties of energy, matter, motion, chemical reactions, and atomic structure. The interdependence of chemistry and physics will be emphasized. This course is intended for non-science majors, including students majoring in education. Portions of instruction may be offered online; may also be offered fully online. [C-ID PHYS 140]

Prerequisites: MATH 261 or higher; or MATH placement based on multiple measures • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: no credit if taken after a college-level chemistry or physics course) • *GE Credit:* CSU, Area B1, B3; IGETC, Area 5A, 5C; MPC, Area B

Physiology

PROGRAMS OF STUDY

- **Pre-Occupational Therapy**
- Associate in Science Degree
- **Pre-Physical Therapy**
- Associate in Science Degree

Pre-Occupational Therapy - Associate in Science Degree

This program is designed to prepare students to transfer into a four-year program in Occupational Therapy. Students are strongly encouraged to review the unique admissions requirements for each transfer institution.

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 Science Degree Major Requirements Units

REQUIRED CORE: 29

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)
PSYC 35	Introduction to Abnormal Psychology (3)
SOCI 2	Contemporary Social Problems (3)

Select three units from the following: 3

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)

TOTAL MAJOR UNITS 32

Associate Degree Requirements (as described above) 32

Contact an MPC counselor for major preparation at specific institutions.

Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60



Pre-Physical Therapy - Associate in Science Degree

This program is designed to prepare students to transfer into a four-year program in Physical Therapy. Students are strongly encouraged to review the unique admissions requirements for each transfer institution.

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 Science Degree Major Requirements Units

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)
PSYC 35	Introduction to Abnormal Psychology (3)

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 a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS 60



COURSE DESCRIPTIONS

PHSO 1 - Human Physiology

3 units • LG • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID BIOL 120B with PHSO 2]

Prerequisites: ANAT 1 and ANAT 2; and CHEM 30A •

Advisory: Completion of or concurrent enrollment in ENGL 1A •

Credit transferable: CSU, UC (with limits: PHSO 1, PHSO 2 and ANAT 1, ANAT 2, or ANAT 5 combined: maximum credit, 9 units) • *GE Credit:* CSU, Area B2; IGETC, Area 5B; MPC, Area B (with PHSO 2)

PHSO 2 - Human Physiology Lab

2 units • LG • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID BIOL 120B with PHSO 1]

Prerequisite or corequisite: PHSO 1 • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: PHSO 1, PHSO 2 and ANAT 1, ANAT 2, or ANAT 5 combined: maximum credit, 9 units) • *GE Credit:* CSU, Area B3; IGETC, Area 5C; MPC, Area B (with PHSO 1)

PHSO 90 - Independent Study

.5-4 units • LG-P/INP • Total hours: 51 hours lab per unit by arrangement

This course provides students with the opportunity to explore topics in Human Physiology beyond the scope of the PHSO 1 and PHSO 2 curriculum. Students complete reading assignments, case studies, laboratory experiments and/or research projects tailored to their individual needs and interests. Students work with a supervising instructor to outline specific learning outcomes, objectives, and project goals for the semester. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion or concurrent enrollment in ENGL 1A •

Credit transferable: CSU

Political Science

PROGRAMS OF STUDY

- **Political Science**
 - Associate in Arts for Transfer Degree
 - Associate in Arts Degree



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 Major Requirements	Units
REQUIRED CORE:	3
POLS 1 Introduction to American Government and Politics (3)	
LIST A: Select three courses from the following:	9-10
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)	
LIST B: Select two courses from the following:	6-7
Any List A course not already selected	
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)	
TOTAL MAJOR UNITS	18-19
Associate Degree Requirements (as described above)	18-19
<i>Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).</i>	
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 Major Requirements	Units
REQUIRED CORE:	6
POLS 1 Introduction to American Government and Politics (3)	
POLS 7 Introduction to Political Science Research Methods (3)	
Select two courses from the following:	6
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)	
Select two courses from the following:	6-7
MATH 16 Elementary Statistics (3)	
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)	
TOTAL MAJOR UNITS	18-19
Associate Degree Requirements (as described above)	18-19
<i>Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).</i>	
TOTAL DEGREE UNITS	60

Program Requirements, Courses and Learning Outcomes

COURSE DESCRIPTIONS

POLS 1 - Introduction to American Government and Politics

3 units • LG-P/NP • Total hours: 51 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]

Credit transferable: CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4; MPC, Area D

POLS 2 - Introduction to Comparative Government and Politics

3 units • LG-P/NP • Total hours: 51 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 POLS 130]

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4; MPC, Area D

POLS 3 - Introduction to Political Theory and Thought

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID POLS 120]

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4; MPC, Area D

POLS 4 - Introduction to International Relations

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID POLS 140]

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4; MPC, Area D

POLS 5 - Politics of Developing Countries

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4; MPC, Area D

POLS 7 - Introduction to Political Science Research Methods

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID POLS 160]

Advisory: Completion of or concurrent enrollment in ENGL 1A; MATH 16 •
Credit transferable: CSU, UC • *GE Credit:* MPC, Area A2, D

POLS 10 - Gender in American Politics

3 units • LG-P/NP • Total hours: 51 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 GWOS 10; credit may be earned only once. May also be offered online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4; MPC, Area D

POLS 16 - African Americans in American Government

3 units • LG-P/NP • Total hours: 51 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 ETNC 16; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area D, F; IGETC, Area 4; MPC, Area D, F

POLS 18 - Latinos in American Government

3 units • LG-P/NP • Total hours: 51 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 processes that give rise to them, and their impact on Latinos as an ethnic minority in the context of American political democracy. Emphasis is also placed on the Mexican-American political experience. Also offered as ETNC 18; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU, UC • *GE Credit:* CSU, Area D, F; IGETC, Area 4; MPC, Area D, F

POLS 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

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.

Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU

Psychology

PROGRAM OF STUDY

- **Psychology**
- Associate in Arts for Transfer Degree



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 Major Requirements		Units
REQUIRED CORE:		13
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)	
LIST A: Select one course from the following:		3
PSYC/SOCI 3	Introduction to Social Psychology (3)	
PSYC 25	Lifespan Development (3)	
LIST B: Select one course from the following:		3
Any List A course not already selected		
PSYC 6	Psychology of Women (3)	
PSYC 35	Introduction to Abnormal Psychology (3)	
PSYC 40	Human Sexuality (3)	
TOTAL MAJOR UNITS		19
Associate Degree Requirements (as described above)		19
Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).		
TOTAL DEGREE UNITS		60

COURSE DESCRIPTIONS

PSYC 1 - General Psychology

3 units • LG-P/NP • Total hours: 51 hours lecture

Psychology is the scientific study of behavior and mental processes. This course 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID PSY 110]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D, E; IGETC, Area 4; MPC, Area D

PSYC 3 - Introduction to Social Psychology

3 units • LG-P/NP • Total hours: 51 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 SOCI 3; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online. [C-ID PSY 170]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

PSYC 6 - Psychology of Women

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D, E; IGETC, Area 4; MPC, Area D

PSYC 10 - Introduction to Research Methods in Psychology

3 units • LG-P/NP • Total hours: 51 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 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

Program Requirements, Courses and Learning Outcomes

PSYC 19 - Introduction to Statistics for the Social Sciences

4 units • LG-P/NP • Total hours: 68 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 SOCI 19; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online. [C-ID MATH 110; C-ID SOCI 125]

Prerequisites: MATH 260; or MATH 263; or placement based on multiple measures • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: PSYC 19, MATH 16, SOCI 19 combined: maximum credit, 1 course) • *GE Credit:* CSU, Area B4; IGETC, Area 2A; MPC, Area A2, D

PSYC 25 - Lifespan Development

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID PSY 180]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area D, E; IGETC, Area 4; MPC, Area D, E1

PSYC 35 - Introduction to Abnormal Psychology

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID PSY 120]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area D; IGETC, Area 4; MPC, Area D

PSYC 38 - Biological Psychology

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID PSY 150]

Prerequisite: PSYC 1 • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area B2, D, E; IGETC, Area 4, 5B; MPC, Area D



PSYC 40 - Human Sexuality

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID PSY 130]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area D, E; IGETC, Area 4; MPC, Area D

PSYC 50 - Health Psychology

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU • *GE Credit:* CSU, Area D, E; MPC, Area D, E1

Real Estate

PROGRAMS OF STUDY

- **Real Estate**
 - *Associate in Science Degree*
 - *Certificate of Achievement*

Real Estate

- *Certificate of Achievement*

The Real Estate program offers courses that are designed to meet qualification requirements for California State Real Estate License Examinations.

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 Requirements	Units
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REQUIRED CORE:	6
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REAL 50 Principles of Real Estate (3)

REAL 51 Real Estate Practice (3)

Select one course from the following:	3-4
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BUSI 1A Financial Accounting (4)
or BUSI 1B - Managerial Accounting (4)
or BUSI 120A - Basic Accounting (4)

BUSI 18 Business Law (3)

REAL 52 Legal Aspects of Real Estate (3)

REAL 53 Real Estate Finance (3)

REAL 54 Real Estate Economics (3)

REAL 56 Real Estate Property Management (3)

REAL 57A Real Estate Appraisal I (3)

TOTAL CERTIFICATE UNITS	9-10
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Real Estate

- *Associate in Science Degree*

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.

Associate in Science Degree Major Requirements	Units
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REQUIRED CORE:	21
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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)

Additional Requirements:	12
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BUSI 18 Business Law (3)

BUSI 20 Introduction to Business (3)

BUSI 42 Human Resources Management (3)

BUSI 70 Business Communication (3)

TOTAL MAJOR UNITS	33
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Associate Degree Requirements (as described above)	33
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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Program Requirements, Courses and Learning Outcomes

COURSE DESCRIPTIONS

REAL 50 - Principles of Real Estate

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

*Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU • GE Credit: MPC, Area E2*

REAL 51 - Real Estate Practice

3 units • LG-P/NP • Total hours: 51 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.

*Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU*

REAL 52 - Legal Aspects of Real Estate

3 units • LG-P/NP • Total hours: 51 hours lecture

This course covers California real estate law: ownership, use, and transferability of real estate. The course meets the qualification requirement for the California State Real Estate License Examinations. Portions of instruction may be offered online; may also be offered fully online.

*Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU*

REAL 53 - Real Estate Finance

3 units • LG-P/NP • Total hours: 51 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.

*Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU*

REAL 54 - Real Estate Economics

3 units • LG-P/NP • Total hours: 51 hours lecture

This course provides a basic knowledge of markets and growth of markets as they pertain to both residential and commercial real estate. It gives an appreciation of money markets, finance, and economic theories of land. It also shows how national and regional economic factors affect local real estate values. The course also meets a qualification requirement for the California State Real Estate License Examinations. Portions of instruction may be offered online; may also be offered fully online.

*Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU*

REAL 56 - Real Estate Property Management

3 units • LG-P/NP • Total hours: 51 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.

*Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU*

REAL 57A - Real Estate Appraisal I

3 units • LG-P/NP • Total hours: 51 hours lecture

This course provides an introduction to Real Estate Appraisal principles and procedures. The course is primarily designed for students who wish to pursue Real Estate Appraisal as a career. However, the course is intended to be of assistance to other real estate professionals with an interest in learning how appraisers develop an opinion of value. Moreover, the course is intended to be beneficial for community members with a general interest in the application of economic theory to help develop a reliable and informed opinion of value. The course partially meets qualification requirements for California State Real Estate and appraisal License Examinations. Portions of instruction may be offered online; may also be offered fully online.

*Advisory: Completion of or concurrent enrollment in ENGL 1A •
Credit transferable: CSU*

Sociology

PROGRAM OF STUDY

- **Sociology**

- Associate in Arts for Transfer Degree



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 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: 6-7

Any Required Core course not already selected

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: 3-4

Any Required Core or List A course not already selected

SOCI 11 Mass Media and Popular Culture (3)

SOCI/ETNC 14 Sociology of Latinos and Latinas (3)

TOTAL MAJOR UNITS 18-19

Associate in Arts Degree Requirements (as described above) 18-19

Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS 60



COURSE DESCRIPTIONS

SOCI 1 - Introduction to Sociology

3 units • LG-P/INP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D, E; IGETC, Area 4; MPC, Area D

SOCI 2 - Contemporary Social Problems

3 units • LG-P/INP • Total hours: 51 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 SOCI 115]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

Program Requirements, Courses and Learning Outcomes

SOCI 3 - Introduction to Social Psychology

3 units • LG-P/NP • Total hours: 51 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 PSYC 3; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online. [C-ID PSY 170]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

SOCI 11 - Mass Media and Popular Culture

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

SOCI 12 - Introduction to Gender and Sexuality

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID SOCI 140]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

SOCI 13 - Introduction to Race and Ethnicity

3 units • LG-P/NP • Total hours: 51 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 ETNC 13; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online. [C-ID SOCI 150]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F

SOCI 14 - Sociology of Latinos and Latinas

3 units • LG-P/NP • Total hours: 51 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 ETNC 14; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D, F

SOCI 15 - Introduction to Research Methods

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID SOCI 120]

Prerequisite: SOCI 1 • Advisory: Completion of or concurrent enrollment in ENGL 1A; MATH 16 or PSYC 19 or SOCI 19 • Credit transferable: CSU, UC • GE Credit: MPC, Area A2, D

SOCI 16 - Global and Urban Studies

3 units • LG-P/NP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

SOCI 17 - Introduction to Crime and Deviance

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID SOCI 160]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area D; IGETC, Area 4; MPC, Area D

**SOCI 19 - Introduction to Statistics for the Social Sciences**

4 units • LG-P/NP • Total hours: 68 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 PSYC 19; credit may be earned only once. Portions of instruction may be offered online; may also be offered fully online. [C-ID MATH 110; C-ID SOCI 125]

Prerequisites: MATH 260; or MATH 263; or placement by multiple measures • *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC (with limits: PSYC 19, MATH 16, SOCI 19 combined: maximum credit, 1 course) • *GE 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 • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area D, F; IGETC, Area 4; MPC, Area D, F

SOCI 40 - Sociology of Marriages and Families

3 units • LG-P/NP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area D, E; IGETC, Area 4; MPC, Area D

SOCI 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

Program Requirements, Courses and Learning Outcomes

Spanish

PROGRAMS OF STUDY

FOR NON-NATIVE STUDENTS

- **Spanish**
 - Associate in Arts for Transfer Degree
 - Associate in Arts
 - Certificate of Achievement
- **Latinx Studies**
 - Certificate of Achievement



Associate Degree for Transfer

FOR NATIVE SPANISH SPEAKERS

- **Spanish**
 - Associate in Arts for Transfer Degree
 - Associate in Arts
 - Certificate of Achievement
- **Spanish for Spanish Speakers**
 - Certificate of Achievement
- **Latinx Studies**
 - Certificate of Achievement

Latinx Studies - Certificate of Achievement

The Latinx Studies Certificate of Achievement is a program that prepares students to work with rapidly growing Spanish-speaking populations in the U.S. in a variety of settings, including education, retail, medicine, travel, hospitality, community services, and others. The certificate provides students with theoretical and methodological tools to understand and analyze the complexity of Latinx lives in the United States while it prepares students to interact appropriately with Spanish Speaking communities. At the same time, it provides students with skills to be proactive citizens who can address social issues in their communities, as well as work and live competently in diverse settings. This Certificate of Achievement may be a first step to complete the Social Justice Studies: Ethnic Studies AA-T and the Spanish AA-T. This certificate establishes a foundation for further studies in Spanish, Latinx studies, social justice, ethnic studies, education, political science, sociology, world civilization, and other disciplines, as well as for professionals in the public, private, and nonprofit sectors who work with or wish to learn about Latinx communities in the United States to further their career goals.

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

- Analyze the social and cultural experiences, and contributions of Latinxs to society in the United States.
- Identify and analyze appropriate speech and conduct within Spanish-speaking communities in the United States and other Spanish-speaking countries.

Certificate of Achievement Requirements Units

REQUIRED CORE: 13

- SPAN 1 Elementary Spanish I (5)
or SPAN 1S - Elementary Spanish for Spanish Speakers I (5)
- SPAN 2 Elementary Spanish II (5)
or SPAN 2S - Elementary Spanish for Spanish Speakers II (5)
- ETNC/SOCI 13 Introduction to Race and Ethnicity (3)

Select one course from each of the following concentrations (a course can only be used to fulfill one concentration): 6

Spanish Concentration

- ETNC/SOCI 14 Sociology of Latinos and Latinas (3)
- ETNC/POLS 18 Latinos in American Government (3)
- HIST 20 History of Mexico (3)
- SPAN 5 Literature of the Spanish-Speaking World (3)

Social Justice Studies Concentration

- ETNC 4 Mexican-American Art in American Culture (3)
- ETNC/POLS 14 Sociology of Latinos and Latinas (3)
- ETNC/POLS 18 Latinos in American Government (3)

TOTAL CERTIFICATE UNITS 19

Spanish - Associate in Arts for Transfer Degree

The Associate in Arts for Transfer in Spanish (AA-T in Spanish) degree 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 Major Requirements Units

REQUIRED CORE: 23

- HIST 20 History of Mexico (3)
- SPAN 1 Elementary Spanish I (5)
or SPAN 1S - Elementary Spanish for Spanish Speakers I (5)
- SPAN 2 Elementary Spanish II (5)
or SPAN 2S - Elementary Spanish for Spanish Speakers II (5)
- SPAN 3 Intermediate Spanish I (5)
or SPAN 3S - Intermediate Spanish for Spanish Speakers I (5)
- SPAN 4 Intermediate Spanish II (5)
or SPAN 4S - Intermediate Spanish for Spanish Speakers II (5)

Substitution Courses: Students who begin beyond the level of SPAN 1 or SPAN 1S in the Required Core will substitute units from the courses below to achieve the minimum 18 units required for the major. Other substitutions may be made at the discretion of the college.

- ETNC/POLS 18 Latinos in American Government (3)
- GEOG 4 Introduction to Human Geography (3)
- HIST 10 Modern Latin America (3)
- SOCI 1 Introduction to Sociology (3)
- SOCI/ETNC 13 Introduction to Race and Ethnicity (3)
- SOCI/ETNC 14 Sociology of Latinos and Latinas (3)
- SPAN 18 Spanish Through Film (3)
- SPCH 4 Intercultural Communication (3)

TOTAL MAJOR UNITS 18-23

Associate Degree Requirements (as described above) 18-23

Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).

TOTAL DEGREE UNITS 60

Spanish - Associate in Arts

The Spanish degree program includes four semesters of the study of Spanish, one of the world's most influential languages and the fastest growing language in California. It provides students with the communication skills in understanding, speaking, reading and writing, and prepares them to enter the workforce in many industries where knowledge of Spanish is valuable and imperative. In addition, it highlights the linguistic, literary, artistic, cultural, and historical contributions of the Spanish speaking world. Courses in this degree program meet the language requirements at many four-year universities, as well as general education and transfer requirements.

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

- Converse and write in Spanish at the intermediate level with effective use of grammar, vocabulary, comprehensible pronunciation, and syntax on a range of topics such as personal and family lives, school or work, and current events.
- Read and understand authentic texts in Spanish such as letters, essays, newspaper articles, poems, and/or short stories.
- Demonstrate knowledge and understanding of the linguistic, literary, and cultural contributions of the Spanish speaking world.

Associate in Arts Degree Major Requirements	Units
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REQUIRED CORE:	20
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SPAN 1	Elementary Spanish I (5) or SPAN 1S - Elementary Spanish for Spanish Speakers I (5)
SPAN 2	Elementary Spanish II (5) or SPAN 2S - Elementary Spanish for Spanish Speakers II (5)
SPAN 3	Intermediate Spanish I (5) or SPAN 3S - Intermediate Spanish for Spanish Speakers I (5)
SPAN 4	Intermediate Spanish II (5) or SPAN 4S - Intermediate Spanish for Spanish Speakers II (5)

Restricted Major Electives - Select at least a minimum of nine units from the following:	9
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EDUC 1	Introduction to Teaching and Education (2)
EDUC 1L	Education Service Learning Lab (1)
EDUC 2	Critical Thinking and Public Education (3)
ETNC 4	Mexican-American Art in American Culture (3)
ETNC/SOCI 13	Introduction to Race and Ethnicity (3)
ETNC/SOCI 14	Sociology of Latinos and Latinas (3)
ETNC/POLS 18	Latinos in American Government (3)
HIST 20	History of Mexico (3)
SPAN 5	Literature of the Spanish-Speaking World (3)
SPAN 10	Spanish for the Professions (4)
SPAN 18	Spanish Through Film (3)
SPAN 22	Spanish Composition and Conversation (3)
SPAN 31	Introduction to Translation and Interpreting: Spanish/English(4)
SPAN 32	Medical Interpretation English-Spanish (4)
SPAN 50A	Intermediate Spanish Conversation I (3)
SPAN 50B	Intermediate Spanish Conversation II (3)

TOTAL MAJOR UNITS	29
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Associate Degree Requirements (as described above)	29
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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Spanish - Certificate of Achievement

The Certificate of Achievement in Spanish promotes fluency in Spanish and an understanding of Hispanic culture. This is a twenty-unit program of study of a second language and its culture that prepares students to interact appropriately with Spanish speaking persons in a variety of settings, including education, retail, medicine, travel, hospitality, entertainment, and community services. The program assists students who are seeking careers in a wide variety of fields that value multilingualism and multiculturalism, and/or cater specifically to Spanish-speaking consumers. The Certificate of Achievement establishes Spanish linguistic and cultural fluency as a foundation for further studies in Spanish, Spanish interpreting, Hispanic literature, linguistics, and culture. This certificate is a stepping stone to transfer, as it provides the required core for the AA-T in Spanish.

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 Achievement Requirements	Units
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SPAN 1	Elementary Spanish I	5
SPAN 2	Elementary Spanish II	5
SPAN 3	Intermediate Spanish I	5
SPAN 4	Intermediate Spanish II	5

TOTAL CERTIFICATE UNITS	20
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Program Requirements, Courses and Learning Outcomes

Spanish for Spanish Speakers

- Certificate of Achievement

The Certificate of Achievement in Spanish for Spanish Speakers promotes fluency in Academic Spanish and an understanding of Hispanic culture. This is an eighteen-unit program of study of the Spanish language and its culture that prepares students to interact appropriately with Spanish-speaking persons in a variety of settings, including education, retail, medicine, travel, hospitality, entertainment, and community services. The program assists students who are seeking careers in a wide variety of fields that value multilingualism and multiculturalism, and/or cater specifically to Spanish-speaking consumers. Students are exposed to potential paths for bilinguals such as translation, teaching of foreign languages, Chicano and other Hispanic literatures. The Certificate of Achievement establishes Spanish linguistic and cultural fluency as a foundation for further studies in Spanish, Spanish interpreting, Hispanic literature, linguistics and culture.

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

- Analyze texts and enhance abilities in interpretive, analytic, and adaptive punctuation.
- Differentiate between cultural norms, registers, and contexts in different Hispanic countries.
- Identify and critique appropriate speech and conduct within Spanish-speaking cultures, including cultural differences and similarities between the Spanish-speaking world and the U.S.
- Demonstrate proficient verbal and written skills and reading strategies in Spanish.

Certificate of Achievement Requirements		Units
REQUIRED CORE:		15
SPAN 1S	Elementary Spanish for Spanish Speakers I (5)	
SPAN 2S	Elementary Spanish for Spanish Speakers II (5)	
SPAN 3S	Intermediate Spanish for Spanish Speakers I (5)	
Select one course from the following:		3-5
SPAN 4S	Intermediate Spanish for Spanish Speakers II (5)	
SPAN 5	Literature of the Spanish-Speaking World (3)	
TOTAL CERTIFICATE UNITS		18-20

COURSE DESCRIPTIONS

SPAN 1 - Elementary Spanish I

5 units • LG-P/NP • Total hours: 85 hours lecture

This introductory course teaches beginning language acquisition in a cultural context through listening, speaking, reading and writing. Students interact with authentic language in cultural context. Portions of instruction may be offered online; may also be offered fully online. [C-ID SPAN 100]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC (with limits: SPAN 1, SPAN 1S combined: maximum credit, 1 course) • GE Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C

SPAN 1S - Elementary Spanish for Spanish Speakers I

5 units • LG-P/NP • Total hours: 85 hours lecture

This introductory course is parallel to SPAN 1, but is designed for Spanish heritage 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. The course increases awareness of linguistic registers, discusses items beyond the familiar routine, and instills an appreciation of Hispanic cultures manifested in Spanish-speaking countries including the United States. Portions of instruction may be offered online; may also be offered fully online. [C-ID SPAN 100]

Credit transferable: CSU, UC (with limits: SPAN 1, SPAN 1S combined: maximum credit, 1 course) • GE Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C, F

SPAN 2 - Elementary Spanish II

5 units • LG-P/NP • Total hours: 85 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. Portions of instruction may be offered online; may also be offered fully online. [C-ID SPAN 110]

Prerequisite: SPAN 1 or SPAN 1A • Credit transferable: CSU, UC (with limits: SPAN 2, SPAN 2S combined: maximum credit, 1 course) • GE Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C

SPAN 2S - Elementary Spanish for Spanish Speakers II

5 units • LG-P/NP • Total hours: 85 hours lecture

This course is parallel to SPAN 2, but for Spanish speakers. It is designed for students from a Spanish-speaking background with some formal training in Spanish. It is conducted entirely in Spanish with emphasis on grammar, reading, and writing. The course continues to provide instruction that builds upon the existing reading, writing, speaking, and listening skills and their cultural heritage and knowledge. Introduction to Hispanic literature and culture. Cultural projects and readings reinforce learners' understanding of U.S.-Latino issues, literature, and culture. Portions of instruction may be offered online; may also be offered fully online. [C-ID SPAN 110]

Prerequisite: SPAN 1S or SPAN 1S-A • Credit transferable: CSU, UC (with limits: SPAN 2, SPAN 2S combined: maximum credit, 1 course) • GE Credit: CSU, Area C2; IGETC, Area 6A; MPC, Area C, F

SPAN 3 - Intermediate Spanish I

5 units • LG-P/NP • Total hours: 85 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. This course will cover 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 think critically by analyzing linguistic structures and reflecting on and making cross-cultural comparisons. This course is taught in Spanish. Portions of instruction may be offered online; may also be offered fully online. [C-ID SPAN 200]

Prerequisite: SPAN 1B or SPAN 2 • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

**SPAN 3S - Intermediate Spanish for Spanish Speakers I**

5 units • LG-P/INP • Total hours: 85 hours lecture

This course is conducted totally in Spanish and includes a strong literary and composition component. Students are exposed to potential professional paths for bilinguals through readings and discussions about translation, teaching of foreign languages, Chicano and other Hispanic literatures. Students learn to use formal and academic Spanish in advanced compositions and conversation. Students will demonstrate the ability to think critically by analyzing linguistic structures, making cross-cultural comparisons. Portions of instruction may be offered online; may also be offered fully online. [C-ID SPAN 220]

Prerequisite: SPAN 1S-B or SPAN 2S • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C, F

SPAN 4 - Intermediate Spanish II

5 units • LG-P/INP • Total hours: 85 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. This course will cover 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 think critically by analyzing linguistic structures and reflecting on and making cross-cultural comparisons. This course is taught in Spanish. Portions of instruction may be offered online; may also be offered fully online. [C-ID SPAN 210]

Prerequisite: SPAN 2A or SPAN 3 • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

SPAN 4S - Intermediate Spanish for Spanish Speakers II

5 units • LG-P/INP • Total hours: 85 hours lecture

A level 4 Spanish course for Spanish speakers conducted totally in Spanish with further emphasis on advanced grammar, reading and writing, including a strong cultural and literary component. It is designed for heritage or native speakers to master formal, professional, and academic Spanish and deepen awareness of national and international Hispanic cultures. Students will interact with more sophisticated authentic language in context. Students are exposed to potential professional paths for bilinguals. Students will continue to demonstrate the ability to think critically by analyzing linguistic structures and making cross-cultural comparisons. Portions of instruction may be offered online; may also be offered fully online. [C-ID SPAN 230]

Prerequisite: SPAN 2S-A or SPAN 3S • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C, F

SPAN 5 - Literature of the Spanish-Speaking World

3 units • LG-P/INP • Total hours: 51 hours lecture

This course introduces students to the form and structure of various genres of literature in Spanish, and to the language of literary analysis, through selection of prose, poetry, drama, and film from Spain and the Americas, with attention to Chicano literature. It reveals the progression of a people and culture in American society, artistically expressed by Mexican-American writers who seek to understand themselves and the world around them. It reinforces reading, writing, and speaking in Spanish. Course is conducted in Spanish. Portions of instruction may be offered online; may also be offered fully online.

Advisories: SPAN 1S or SPAN 2 or students should be heritage speakers of Spanish or other linguistically qualified students • *Credit transferable:* CSU, UC • *GE Credit:* IGETC, Area 3B; MPC, Area C, F

Program Requirements, Courses and Learning Outcomes

SPAN 10 - Spanish for the Professions

4 units • LG-P/NP • Total hours: 68 hours lecture

This course is designed for students interested in developing a functional use of Spanish for the professions (business, education, law, medicine, social work, and others.) It is designed to prepare students and community professionals to successfully interact with Spanish speakers. Language is developed in the context of specific communicative tasks. This course promotes equal access to public and community services. Portions of instruction may be offered online; may also be offered fully online.

Advisories: SPAN 1S or SPAN 3 or students should be heritage speakers of Spanish or other linguistically qualified students; fluency in both English and Spanish is strongly recommended • Credit transferable: CSU

SPAN 18 - Spanish Through Film

3 units • LG-P/NP • Total hours: 51 hours lecture

Thought-provoking films expose students to authentic Spanish language as well as the culture and history of different regions in the Spanish-speaking world. Analysis and discussion of films with the goal of improving accuracy and fluency in Spanish. Portions of instruction may be offered online; may also be offered fully online.

Advisories: SPAN 1B or SPAN 1S or SPAN 1S-A or SPAN 2; or Spanish speaking ability, heritage speakers of Spanish or other linguistically qualified students • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C, F

SPAN 22 - Spanish Composition and Conversation

3 units • LG-P/NP • Total hours: 51 hours lecture

This course focuses on text analysis, general academic writing, and the refining of formal modes of presentation and the sustained study of grammar and vocabulary with emphasis on complex structures. It is intended for heritage speakers or other linguistically qualified students who wish to increase their oral and writing skills in the context of themes, topics, and the literary and cultural production of the U.S. Hispanic population and other cultural productions of Latin America and Spain. This course familiarizes students with authentic texts written in different styles to provide a platform from which to practice the presentational modes of writing, such as description, narration, exposition, and argumentation. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: SPAN 1S or SPAN 2 • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C, F

SPAN 31 - Introduction to Translation and Interpreting: Spanish/English

4 units • LG-P/NP • Total hours: 68 hours lecture

Students perform introductory translation assignments from Spanish to English and vice versa. They develop an understanding of translation theory through reading and class discussion and come to understand communicative translation and compare it to a direct, word-for-word approach. The grammar of Spanish is reviewed in detail. Taught in Spanish. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: SPAN 1S or SPAN 3 • Credit transferable: CSU • GE Credit: MPC, Area E2

SPAN 32 - Medical Interpretation English-Spanish

4 units • LG-P/NP • Total hours: 68 hours lecture

This course is designed to prepare students and community professionals to successfully interact with Spanish-speaking patients. The course is ideal for all those who are working or wishing to work as interpreters in healthcare settings but who have not had any formal training as health professionals. It is also ideal for students in the Nursing program, health professionals, medical assistants, athletic trainers, nurses, doctors, paramedics, pharmacy technicians, clinicians, etc. Language is developed in the context of specific communicative tasks, such as taking medical information, counseling and giving instructions to patients. Students will learn specific vocabulary for the Health Professions. Interpretation skills are developed by 1) using the new vocabulary 2) practicing real-life situations and 3) discussing how to improve different interpreting scenarios. Fluency in both Spanish and English are strongly recommended. Portions of instruction may be offered online; may also be offered fully online.

Advisories: SPAN 1S or SPAN 4 or students should be heritage speakers of Spanish or other linguistically qualified students; fluency in both English and Spanish is strongly recommended • Credit transferable: CSU

SPAN 50A - Intermediate Spanish Conversation I

3 units • LG-P/NP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: SPAN 1B or SPAN 1S or SPAN 1S-A or SPAN 2 • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

SPAN 50B - Intermediate Spanish Conversation II

3 units • LG-P/NP • Total hours: 51 hours lecture

This course is designed to promote mid-to-high intermediate 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 mid-to-high intermediate level. Portions of instruction may be offered online; may also be offered fully online.

Prerequisites: SPAN 50A or SPAN 2A or SPAN 3 • Credit transferable: CSU, UC • GE Credit: CSU, Area C2; IGETC, Area 3B, 6A; MPC, Area C

SPAN 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

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 the program of study, the agreement is recorded on a form available in the Admissions and Records Office. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Student must show specific level of knowledge in area of discipline required to do more in-depth research - as approved by faculty member • Credit transferable: CSU

Theatre Arts

PROGRAMS OF STUDY

- Theatre Arts**

- Associate in Arts for Transfer Degree
- Associate in Arts Degree
- Certificate of Achievement



Theatre Arts

- Associate in Arts for Transfer Degree

The Monterey Peninsula College Theatre Arts department offers a balanced approach to both the academic study and practical application of the knowledge, skills, and techniques essential to the theatrical experience. The AA-T in Theatre Arts offers a focus in Performance Training and Technical Theatre. Students will be prepared to transfer seamlessly 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 knowledge of how to communicate through the dramatic medium inviting analysis of human situations, contexts, cultures, pursuits, and human behavior and how it relates meaning to all other aspects of the human condition.
- 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 theatrical production or productions, in line with discipline standards, so as to demonstrate a command of awareness and in execution inherent in those works as well as a degree of performance or technical ability appropriate to the projects and program.

Associate in Arts for Transfer Degree Major Requirements		Units
REQUIRED CORE:		6
THEA 1	Introduction to Theatre (3)	
THEA 15A	Acting I (3)	
REQUIRED ELECTIVES:		
Select one course from the following:		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)	



LIST A: Select three courses from the following:	9
Any one REQUIRED ELECTIVE not already selected (3)	
THEA 6	Script Analysis (3)
THEA 15B	Acting II (3)
THEA 19	Stagecraft (3)
THEA 20	Introduction to Theatre Design (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
<i>Complete CSU General Education or IGETC pattern for a total of 60 transferable units (see pages 70-73).</i>	
TOTAL DEGREE UNITS	60

Program Requirements, Courses and Learning Outcomes

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 technical theatre as well as performance, with specialized tracks in acting and musical 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 Requirements	Units
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REQUIRED CORE:	9
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- | | |
|---|--|
| THEA 1 Introduction to Theatre (3) | |
| THEA 15A Acting I (3) | |
| THEA 40A Main Stage Production - Comedy (3) | |
| or THEA 40B - Main Stage Production - Dramatic (3) | |
| or THEA 40C - Main Stage Production - Classical (3) | |
| or THEA 40D - Main Stage Production - Original/Experimental (3) | |

Select 18 units from A, B, C, D: <i>(a course can only be used to fulfill one area):</i>	18
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- Actor Training (AT): Select 9 units from area A and 9 units from area B for a total of 18 units.
Musical Theatre (MT): Select 9 units from area A, and 9 units from area C for a total of 18 units.
Technical Theatre (TT): Select 9 units from area A and 9 units from area D for a total of 18 units.

A. Theatre Fundamentals:

- | | |
|---|--|
| THEA 6 Script Analysis (3) | |
| THEA 15B Acting II (3) | |
| THEA 19 Stagecraft (3) | |
| THEA 20 Introduction to Theatre Design (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) | |

B. Actor Training:

- | | |
|---------------------------------------|--|
| THEA 3 Voice and Movement (3) | |
| THEA 4 Intercultural Drama (3) | |
| THEA 7A Writing for the Theatre I (3) | |
| THEA 16A Acting for the Camera I (3) | |
| THEA 19 Stagecraft (3) | |
| THEA 31 Acting Improvisation (3) | |

C. Musical Theatre:

- | | |
|-----------------------------|--|
| DANC 10A Modern Dance I (1) | |
|-----------------------------|--|



- | | |
|--|--|
| DANC 11A Jazz Dance I (1) | |
| DANC 12A Ballet Dance I (1) | |
| MUSI 2 Introduction to Broadway Musicals (3) | |
| MUSI 10A Music Theory and Musicianship I (4) | |
| MUSI 25 Applied Music (.5) | |
| MUSI 40 Voice Fundamentals (1) | |
| MUSI 50A Beginning Piano I (1) | |
| THEA 14 Musical Theatre Techniques (3) | |

TOTAL CERTIFICATE UNITS	27
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Associate in Arts Degree Major Requirements	Units
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Certificate Requirements (as described above)	27
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Complete Competency Requirements and a general education pattern (MPC General Education, CSU General Education, or IGETC) for a total of 60 degree-applicable units (see pages 70-74).

TOTAL DEGREE UNITS	60
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COURSE DESCRIPTIONS

THEA 1 - Introduction to Theatre

3 units • LG-P/INP • Total hours: 51 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. Field trips may be required. Portions of instruction may be offered online; may also be offered fully online. [C-ID THTR 111]

Credit transferable: CSU, UC • *GE Credit:* CSU, Area C1; IGETC, Area 3A; MPC, Area C

THEA 2 - Survey of Radio and Television

3 units • LG-P/INP • Total hours: 51 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* MPC, Area C

THEA 3 - Voice and Movement

3 units • LG • Total hours: 51 hours lecture

This course introduces students to basic principles of stage voice and movement fundamental to the performing arts and essential to the contemporary professional environment. The course focuses on techniques and exercises derived from contemporary developments in the performing arts. Students explore the ways voice and movement enhance the range of vocal and expressive skills. Exercises focus on mind, body awareness, the creative process, and the actor's primary tools. The course culminates in application of lessons using both voice and body. Field trips may be required.

Credit transferable: CSU, UC

THEA 4 - Intercultural Drama

3 units • LG-P/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C1; IGETC, Area 3A, 3B; MPC, Area C, F

THEA 5 - Film Appreciation

3 units • LG-P/INP • Total hours: 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C1; IGETC, Area 3A; MPC, Area C

THEA 6 - Script Analysis

3 units • LG • Total hours: 51 hours lecture

This course offers an introduction to the reading and analysis of scripts and the different ways critics, directors, actors, and designers approach them. Topics include classic and contemporary plays, the creative mechanisms behind effective drama, an exploration of realistic and non-realistic work, and playwrights and their process. Also covers interpretation, exploration, and analysis of some of the most influential and exciting work in theatre history. Field trips may be required. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* CSU, Area C1, C2; IGETC, Area 3A; MPC, Area C

THEA 7A - Writing for the Theatre I

3 units • LG-P/INP • Total hours: 51 hours lecture

This practical course explores the collaborative aspects and nature of playwriting. It features writing exercises, lectures, class original play readings, and peer discussions through the digital medium. Field trips may be required. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* MPC, Area C

THEA 7B - Writing for the Theatre II

3 units • LG-P/INP • Total hours: 51 hours lecture

Students work collaboratively 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: THEA 7A • *Credit transferable:* CSU

THEA 8A - Beginning Screenwriting

3 units • LG-P/INP • Total hours: 51 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. Field trips may be required. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC • *GE Credit:* MPC, Area C

THEA 8B - Intermediate Screenwriting

3 units • LG-P/INP • Total hours: 51 hours lecture

This experiential course reveals the story-telling process of scenes and sequencing in screenwriting through script and film breakdown and analysis. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: THEA 8A • *Credit transferable:* CSU

THEA 9 - History of Film: 1880s through 1950s

3 units • LG-P/INP • Total hours: 51 hours lecture

This course is a historical and critical survey of film as an art form. It emphasizes the evolution of artistic and technical facets of production in features, documentaries, and experimental films. The focus is on films from the 1880s through the 1950s. Field trips may be required. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU, UC • *GE Credit:* CSU, Area C1, C2; IGETC, Area 3A, 3B; MPC, Area C

Program Requirements, Courses and Learning Outcomes

THEA 10 - History of Film: 1950s to Present

3 units • LG-P/NP • Total hours: 51 hours lecture

This course is a historical and critical survey of film as an art form. It emphasizes the evolution of artistic and technical facets of production in features, documentaries, and experimental films. The focus is on films from the 1950s to present. Field trips may be required. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1, C2; IGETC, Area 3A, 3B; MPC, Area C

THEA 14 - Musical Theatre Techniques

3 units • LG • Total hours: 34 hours lecture; 51 hours lab

This is a performance-oriented course integrating acting and singing skills through the creation of a unified character. It is both an introduction for students with little or no previous musical theatre experience and a continuing performance forum for those with previous training. Primary emphasis is placed on the three core areas of musical theatre performance: acting, singing, and movement. Field trips may be required.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

THEA 15A - Acting I

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 hours lab

This course explores the theory of the fundamentals of acting. Students discover the history of method acting and the sometimes complementary, sometimes competing theories of its founders. The course covers theories in practice through theatre games, acting exercises, improvisation, and stage movement. It also covers fundamental acting vocabulary. Field trips may be required. Portions of instruction may be offered online; may also be offered fully online. [C-ID THTR 151]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

THEA 15B - Acting II

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 hours lab

This course follows THEA 15A. It continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. Emphasis is placed on deepening the understanding of the acting process through character analysis, monologues, and scenes. Portions of instruction may be offered online; may also be offered fully online. [C-ID THTR 152]

Prerequisite: THEA 15A • Credit transferable: CSU

THEA 15C - Advanced Acting

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 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.

Prerequisite: THEA 15B • Credit transferable: CSU

THEA 15D - Contemporary Acting Techniques

3 units • LG • Total hours: 34 hours lecture; 51 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.

Prerequisite: THEA 15C • Credit transferable: CSU

THEA 16A - Acting for the Camera I

3 units • LG-P/NP • Total hours: 34 hours lecture; 51 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 address areas of voice and movement for the camera, blocking, memorization, audition and interview techniques covering scripts from TV, film, and commercials. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 16B - Acting for the Camera II

3 units • LG • Total hours: 34 hours lecture; 51 hours lab

This course is a continuation of THEA 16A. It 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. Portions of instruction may be offered online; may also be offered fully online.

Prerequisite: THEA 16A • Credit transferable: CSU

THEA 19 - Stagecraft

3 units • LG-P/NP • Total hours: 17 hours lecture; 102 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. Field trips may be required. [C-ID THTR 171]

Credit transferable: CSU, UC

THEA 20 - Introduction to Theatre Design

3 units • LG-P/NP • Total hours: 17 hours lecture; 102 hours lab

Students are offered a survey of scenery, lighting, sound, costumes, make-up, properties, theatrical equipment, and construction techniques through lecture 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. Field trips may be required. Portions of instruction may be offered online; may also be offered fully online. [C-ID THTR 172]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

THEA 21A - Theatre Workshop I

3 units • LG-P/NP • Total hours: 17 hours lecture; 102 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. Field trips may be required. [C-ID THTR 171]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: MPC, Area E2

THEA 21B - Theatre Workshop II

3 units • LG-P/INP • Total hours: 17 hours lecture; 102 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]

Prerequisite: THEA 21A • *Credit transferable:* CSU, UC

THEA 23 - Introduction to Stage Lighting

3 units • LG-P/INP • Total hours: 34 hours lecture; 51 hours lab by arrangement

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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

THEA 24 - Fundamentals of Costume Design

3 units • LG-P/INP • Total hours: 34 hours lecture; 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

THEA 25 - Stage Makeup

3 units • LG-P/INP • Total hours: 51 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

THEA 26 - Introduction to Digital Film Production

3 units • LG-P/INP • Total hours: 34 hours lecture; 51 hours lab

This course introduces students to filmmaking processes, techniques and technologies as powerful and creative tools for communication. Image creation, audio acquisition and post-production practices, conceive and investigate ideas, engage in a creative/critical process and utilize new media technologies to construct simple messages. Instruction focuses on the aesthetics and fundamentals of scripting, producing, directing on location, cinematography, post production, and exhibition/distribution. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU

THEA 31 - Acting Improvisation

3 units • LG-P/INP • Total hours: 34 hours lecture; 51 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

THEA 35A - Musical Theatre Production – Contemporary

3 units • LG • Total hours: 153 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. *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

THEA 35B - Musical Theatre Production – Classical

3 units • LG • Total hours: 153 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. *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

THEA 35C - Musical Theatre Production – Opera/Operetta

3 units • LG • Total hours: 153 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. *Advisory:* Completion of or concurrent enrollment in ENGL 1A • *Credit transferable:* CSU, UC

THEA 40A - Main Stage Production – Comedy

3 units • LG • Total hours: 153 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Enrollment limitation:* Enrollment by instructor consent based on audition and/or interview • *Credit transferable:* CSU, UC

THEA 40B - Main Stage Production – Dramatic

3 units • LG • Total hours: 153 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Enrollment limitation:* Enrollment by instructor consent based on audition and/or interview • *Credit transferable:* CSU, UC

THEA 40C - Main Stage Production – Classical

3 units • LG-P/INP • Total hours: 153 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]

Advisory: Completion of or concurrent enrollment in ENGL 1A • *Enrollment limitation:* Enrollment by instructor consent based on audition and/or interview • *Credit transferable:* CSU, UC

Program Requirements, Courses and Learning Outcomes

THEA 40D - Main Stage Production – Original/Experimental

3 units • LG-P/NP • Total hours: 153 hours lab

This course provides instruction and supervised participation in rehearsal and performance for a large-scale, main stage original or experimental play/production. Portions of instruction may be offered online; may also be offered fully online. [C-ID THTR 191]

Advisory: Completion of or concurrent enrollment in ENGL 1A • Enrollment limitation: Enrollment by instructor consent based on audition and/or interview • Credit transferable: CSU, UC

THEA 53 - Theatre Enjoyment

3 units • LG-P/NP • Total hours: 51 hours lecture

This experiential course offers the exploration of theatre as an audience member. The course explores the audience/performer relationship. Students purchase theatre tickets to view in person or view a film versions of recorded theatrical productions. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

THEA 57 - Touring Theatre

3 units • LG-P/NP • Total hours: 153 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 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 58A - Theatre for Young Audiences – Comedy

3 units • LG • Total hours: 153 hours lab by arrangement

This course provides instruction and supervised participation in rehearsal and performance of a comedic play/production designed and geared specifically to primarily young audiences. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 58B - Theatre for Young Audiences – Dramatic

3 units • LG • Total hours: 153 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 58C - Theatre for Young Audiences – Classical

3 units • LG • Total hours: 153 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 58D - Theatre for Young Audiences – Original/Experimental

3 units • LG • Total hours: 153 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 59A - Repertory Theatre – Musical

3 units • LG-P/NP • Total hours: 153 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 59C - Repertory Theatre – Original/Experimental

3 units • LG-P/NP • Total hours: 153 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 60A - Studio Theatre – Comedy

3 units • LG • Total hours: 153 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. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Enrollment by instructor consent based on audition and/or interview • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 60B - Studio Theatre – Dramatic

3 units • LG • Total hours: 153 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. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Enrollment by instructor consent based on audition and/or interview • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 60C - Studio Theatre – Classical

3 units • LG • Total hours: 153 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 venue. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Enrollment by instructor consent based on audition and/or interview • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU



THEA 60D - Studio Theatre – Original/Experimental

3 units • LG • Total hours: 153 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. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Enrollment by instructor consent based on audition and/or interview • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 64A - Rehearsal and Performance Workshop – Musical

2 units • LG-P/NP • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 64B - Rehearsal and Performance Workshop – Comedy

2 units • LG-P/NP • Total hours: 102 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.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 65 - Rehearsal and Performance Workshop – Comedy

2 units • LG-P/NP • Total hours: 102 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 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 67 - Rehearsal and Performance Workshop – Original

2 units • LG-P/NP • Total hours: 102 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 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 68 - Rehearsal and Performance Workshop – Drama

2 units • LG-P/NP • Total hours: 102 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 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

Program Requirements, Courses and Learning Outcomes

THEA 70A - Dance Theatre – Contemporary

2 units • LG • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 70B - Dance Theatre – Classical

2 units • LG • Total hours: 102 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 • Total hours: 51 hours lab for each unit

This is an intensive and interactive course in providing solutions to acting styles, techniques, and problems specific to the performance of musical workshop productions. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 74D - Acting Workshop – Drama

1-3 units • LG-P/NP • Total hours: 51 hours lab for each unit

This is an intensive and interactive course in providing solutions to acting styles, techniques, and problems specific to the performance of dramatic workshop productions. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU

THEA 75 - Acting Workshop - Advanced Comedy

1-3 units • LG-P/NP • Total hours: 51 hours lab for each unit

This is an intensive, interactive 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 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

THEA 76 - Acting Workshop – Advanced Dramatic

1-3 units • LG-P/NP • Total hours: 51 hours lab for each unit

This course explores solutions to acting problems through collaboration and research in a dramatic production. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Open only to cast or crew of an MPC Theatre Arts production • Auditions by arrangement; contact theatre at (831) 646-4085 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

THEA 77 - Acting Workshop – Advanced Musical

1-3 units • LG-P/NP • Total hours: 51 hours lab for each unit

This intensive and interactive course provides solutions to acting, singing, dancing or movement problems in a musical production through consultation and research. Portions of instruction may be offered online; may also be offered fully online.

Enrollment limitation: Open only to cast or crew of an MPC Theatre Arts production • Auditions by arrangement; contact theatre at (831) 646-4085 • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

THEA 78 - Acting Workshop – Advanced Classical

1-3 units • LG-P/NP • Total hours: 51 hours lab for each unit

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. • Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC

THEA 79 - Technical Workshop

3 units • LG-P/NP • Total hours: 153 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 • Advisory: Completion of or concurrent enrollment in ENGL 1A; eligibility for MATH 263 • Credit transferable: CSU, UC

THEA 90 - Independent Study

.5-4 units • LG-P/NP • Total hours: 51 hours lab per unit by arrangement

This course provides students the opportunity who wish to have a deeper study and understanding of a specific area within Theatre, Film, or Voice and Movement. Coordinating with a specific instructor on a chosen topic is required. Portions of instruction may be offered online; may also be offered fully online.

Credit transferable: CSU

THEA 440 - Rehearsal and Performance

0 units • NC • Total hours: 102 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. Portions of instruction may be offered online; may also be offered fully online.

World Civilization

See also **GENTRAIN**.

COURSE DESCRIPTIONS

WRLD 4A - The Roman Republic and Rise of Empire (500 BCE – 14 CE) 1 unit • LG-P/INP • Total hours: 17 hours lecture

The course examines the origins of the Roman Republic and its transition to an Empire under Augustus, considering such topics as law, engineering, military tactics, political institutions, literature, religion and philosophy, and visual culture with an emphasis on constructions of family, community, and historical global issues. GENT 1 through 15 and WRLD 4 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in WRLD 20. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D

WRLD 4B - The Roman Empire (14 – 600 CE) 1 unit • LG-P/INP • Total hours: 17 hours lecture

The course examines the Roman Empire from the time of Emperor Tiberius, tracing its evolution, its decline in the West, and its legacy in the East as the Byzantine Empire. Political administration, visual culture, philosophy, religion, and literature are also considered in light of its history. GENT 1 through 15 and WRLD 4 must be taken in multiples of three (to total three units) in order to transfer to the UC system. Not open to students with credit in GENT 21. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; MPC, Area C, D

WRLD 20 - The Classical World (1200 BCE – 14 CE) 3 units • LG-P/INP • Total hours: 51 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 1, 2, 3, or WRLD 4A. Portions of instruction may be offered online; may also be offered fully online.

Advisory: Completion of or concurrent enrollment in ENGL 1A • Credit transferable: CSU, UC • GE Credit: CSU, Area C2, D; IGETC, Area 3B, 4; MPC, Area C, D

WRLD 404B - The Roman Empire (14 – 600 CE) 0 units • NC • Total hours: 17 hours lecture

This course is designed for Older Adults to examine the Roman Empire from the time of Emperor Tiberius to its decline in the West and its legacy in the East as the Byzantine Empire. Political administration, visual culture, philosophy, religion, and literature are studied in order to develop universal observations that will enable Older Adults to understand constructions of family, community, and historical global issues as they relate to their lives. Portions of instruction may be offered online; may also be offered fully online.

World Languages

The following world languages are offered at MPC. For course descriptions, please find the languages by alphabetical order throughout this catalog.

See **AMERICAN SIGN LANGUAGE**.

See **FRENCH**.

See **JAPANESE**.

See **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/continuinged 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

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's 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!"



Contacts

2021-2022 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 Chair, Social Sciences Division/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,
TRIO Student Support Services
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 Interim Dean of Student Services/Athletics Director
BA, MA, California State University, Chico; Monterey Peninsula College, 2004

BELL, MONIKA Coordinator, Medical Assisting
AA, Lake Washington Technical College; Monterey Peninsula College, 2010

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

BOES, SUSAN Counselor
BA, Antioch College; MA, San Jose State University; Monterey Peninsula College, 2016

BOWERS, HEATHER Counselor, Upward Bound
BA, University of California, Riverside; MA, CalPoly, San Luis Obispo;
Monterey Peninsula College, 2014

BOYNTON, DIANE Dean of Instruction - Liberal Arts
BA, California State University, Chico; MA, University of Washington;
Monterey Peninsula College, 1990

BRADLEY, LAKISHA Interim Dean of Student Services
BA, Pomona College; MA, Fielding Graduate University; Monterey Peninsula College, 2015

CABRERA, KENDRA Ethnic Studies
BA, MA, University of California, Berkeley; MIA, PhD, Columbia University;
Monterey Peninsula College, 2000

CALIMA, CHRISTOPHER Counselor
BA, MA, MS, San Diego State University; Monterey Peninsula College, 2006

CARDINALE, MELISSA Speech/Communication Studies
BA, MA California State University, Hayward; Monterey Peninsula College, 2019

CARROLL, MARCUS Coach, Physical Education
BA, California State University, Los Angeles; MA, Ball State University;
Monterey Peninsula College, 2016

CASTILLO, LEANDRO Chair, Career Education 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

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 Chair, Creative Arts Division/Graphic Arts
BA, University of California, Los Angeles; Monterey Peninsula College, 1998

DAVIS, DAWN RAE Gender and 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

DO, JASMINE Counselor, Math Science Upward Bound
BS, California State University, Fullerton; MA, San Jose State; Monterey Peninsula College, 2019

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

EASTON, WILLIAM Librarian, Instruction/Reference
AA, Saddleback College; BA, Humboldt State University; MA, University of Arizona;
Monterey Peninsula College, 2005

ECK, TEDDY Theatre Arts
BFA, The New School, NYC; MFA University of Memphis; Monterey Peninsula College, 2019

EISENBACH, DIANE Art/Ceramics
BFA, Edinboro University of Pennsylvania; MFA, San Diego State University;
Monterey Peninsula College, 1998

EJAN, JIHAN Counseling
BA, University of California, Davis; MA, San Francisco State University; Monterey Peninsula College, 2021

EUBANKS, SYDNEY (KEITH) English
BA, Saint Mary's College of California; MA, University of Connecticut; Monterey Peninsula College, 2017

EVANS, JACQUELINE Coordinator/Counselor, Access Resource Center
BA, MA, California State University, Fresno; Monterey Peninsula College, 2013

FAUST, HEATHER Chair, Life Science Division/Anatomy/Physiology
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/Coordinator, HSI
BS, University of California, Santa Cruz; MS, San Jose State University;
Monterey Peninsula College, 2007

GARCIA-GARCIA, ANA Chemistry
BS, PhD, University of Vigo; Monterey Peninsula College, 2018

GENSEL, GORDON Medical Assisting
BS, California State University, Long Beach; DC, Southern California University of Health Sciences;
Monterey Peninsula College, 2020

GERARD, ADRIA Director, Reading and Writing Center
BA, MA, Humboldt State University; Monterey Peninsula College, 2010



GERARD, JAMIE **Chair, English Department**
 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 **Chair, Humanities Division/English**
 BA, MA, California State University, Sacramento; Monterey Peninsula College, 2003

GILBERT, PRINCESS **Biology**
 BS, MS, PhD, University of California, Los Angeles; Monterey Peninsula College, 2020

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

HAIGLER, STEVE **Vice President, Administrative Services**
 California State University, San Bernardino; Monterey Peninsula College, 2020

HANNA, SUE **Nursing**
 ADN, Santa Fe Community College; BA, Concordia University, Montreal, Quebec;
 BSW, McGill University, Montreal, Quebec; MA, Santa Barbara Graduate Institute;
 DNP, Frontier Nursing University; 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

HSU, JACKSON **Mathematics**
 BA, MA, University of California, Santa Cruz; Monterey Peninsula College, 2017

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, LARON **Counselor**
 BA, University of California, Berkeley; MA, Notre Dame de Namur University;
 MS, California State University, East Bay; Monterey Peninsula College, 2000

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

KIM-MCPHERSON, JEANNIE **English**
 BA, Mills College; MFA, Bennington College; Monterey Peninsula College, 2018



KNOLLE, JON Vice President, Academic Affairs
BS, MS, California State University, Chico; EdD, California State University, Sacramento;
Monterey Peninsula College, 2012

KOCH, JENNA Counselor, EOPS
BA, University of California, Santa Cruz; MSW, San Jose State University;
Monterey Peninsula College, 2015

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, School of Nursing
BSN, Madonna University; MSN, California State University, Dominguez Hills;
Monterey Peninsula College, 1994

LOPEZ, DANIEL Mathematics
BS, California State University, Monterey Bay; MS, San Jose State University;
Monterey Peninsula College, 2020

LORD, VANESSA Nutrition
BA, University of California Berkeley; MS, California State University Long Beach;
Monterey Peninsula College, 2018

LUKE, JESSICA (JAYE) Education
BS, MS, University of Kansas; PhD, Georgia State University; Monterey Peninsula College, 2014

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 Superintendent/President
BA, California State University, San Bernardino; MBA, California State University, East Bay;
EdD, Drexel University; 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

MILLÁN-VOSSLER, SILVIA Mathematics
BA, Benemérita Universidad Autónoma de Puebla; MS, California Polytechnic State University,
San Luis Obispo; PhD, Binghamton University; Monterey Peninsula College 2019

MIRANDA, MEGHAN Nursing
BSN University of Phoenix; MSN, Western Governors' University; Monterey Peninsula College 2020

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

NGUYEN, TUYEN Mathematics
BA, MA, University of California, Santa Cruz; Monterey Peninsula College, 1999

NICOLAIDES, CHRISTINA Psychology
BS, University of North Florida; MA, PhD, University of California, Riverside;
Monterey Peninsula College, 2018

O'HARE, ERIN BA, California State University, Monterey Bay; MS, San Jose State University; Monterey Peninsula College, 2004	Kinesiology	STACK, KELLY BA, Evergreen State; MS, California State University, Fullerton; MA, PhD, University of California, Los Angeles; Monterey Peninsula College, 2011	American Sign Language
OGATA, ERIC BA, MS, California State University, Fresno; Monterey Peninsula College, 1998	Interim Dean of Student Services	STRATTON, JACQUELINE BA, San Diego State University; MA, California Polytechnic State University, San Luis Obispo; Monterey Peninsula College, 2014	Counselor
OLSEN, JOHN BS, MS, Western Governors University; Monterey Peninsula College, 2018	Computer Information Systems	SULLIVAN, ERIN BSN San Jose State University; MS University of California, San Francisco; Monterey Peninsula College 2016	Nursing
OSBURG, JONATHAN BA, University of California, Santa Barbara; MA, California State University, Dominguez Hills; Monterey Peninsula College, 2004	Communication/English	SUNDQUIST, JEFFERY MA, MLIS, University of California, Los Angeles, Monterey Peninsula College, 2019	Director, Library
OSWALD, ANNETTE BA, Florida International University; EdM, University of Miami; EdD Nova Southeastern University; Monterey Peninsula College, 2020	Early Childhood Education	THOMAS, ELISABETH BA, MA, San Jose State University; Monterey Peninsula College, 2018	Librarian, Access and Outreach
PACHECO, ROBERT BA, Marquette University; MA, University of California, Riverside; EdD, University of Southern California; Monterey Peninsula College, 2019	Dean of Planning, Research, and Institutional Effectiveness	THOMAS, JESSICA BS, Indiana University of Pennsylvania; PhD, University of Pittsburgh; Monterey Peninsula College, 2018	Chemistry
PALMER, RONNIE BA, University of Arizona; MEd, Colorado State University; Monterey Peninsula College, 2020	Kinesiology/Football Coach	TOZIER, GLENN BA, California State University, Fresno; MA, San Jose State University; Monterey Peninsula College, 2014	Librarian, Digital Services
PENNEY, BETH BA, MA, California State University, Fresno; Monterey Peninsula College, 1999	English	TURNER, JARED BA, University of San Diego; MA, California State University, Dominguez Hills; Monterey Peninsula College, 2017	Administration of Justice
PHILLIPS, DANIEL BS, San Diego State University; MA, University of New Mexico Highlands; Monterey Peninsula College, 2008	Chair, Kinesiology Division/Baseball Coach	TURNER, RUSHIA BA, University of California, Davis; PhD, University of California, Santa Cruz; Monterey Peninsula College, 2014	Chemistry
PICKERING, JOEL AS, Cabrillo College; BA, MA, University of California, Santa Cruz; Monterey Peninsula College, 2012	Mathematics	VAN JOOLEN, VINCENT BA, University of California, San Diego; MA, PhD, Naval Postgraduate School, Monterey; Monterey Peninsula College, 2018	Dean of Instruction - STEM
QUINONEZ, GARY BFA, MFA, San Jose State University; Monterey Peninsula College, 1990	Art	VASQUEZ, YULIANA BA, University of California, Santa Cruz; MA, San Jose State University; Monterey Peninsula College, 2016	Counselor, EOPS
RASKOFF, KEVIN BS, California Polytechnic State University, San Luis Obispo; PhD, University of California, Los Angeles; Monterey Peninsula College, 2006	Biology	VILLARREAL, ANTHONY BA, University of California, Santa Cruz; MA, San Francisco State University; MA University of California, Santa Cruz; Monterey Peninsula College, 2012	Sociology
REBOLD, THOMAS A. BS, MS, Massachusetts Institute of Technology; Monterey Peninsula College, 2000	Computer Science & Information Systems/Engineering	WALKER, DAVINA BA, University of California, Santa Cruz; MA, San Jose State University; Monterey Peninsula College, 2016	Counselor
RITSEMA, TODD BS, Sonoma State University; PhD, University of California, Santa Cruz; Monterey Peninsula College, 2000	Chemistry	WALKER, LAURENCE BA, MA, San Jose State University; Monterey Peninsula College, 1992	Vice President, Student Services
RIVERA, FRANK BA, MS, PhD, University of California, Santa Cruz; Monterey Peninsula College, 2014	Chemistry	WASHBURN, ANDREW BS, University of California, Los Angeles; MA, University of California, Santa Cruz; Monterey Peninsula College, 2013	Mathematics
RONDEZ, CHRISTINA VALERO BS, University of San Francisco; MSN, University of Phoenix; Monterey Peninsula College, 1994	Nursing	WASHINGTON, SANDRA BA, University of California, Los Angeles; MA, California State University, San Jose; Monterey Peninsula College, 2004	Counselor, Upward Bound
ROZMAN, KATHLEEN BA, State University of New York; MA, Chapman University; Monterey Peninsula College, 1994	Learning Specialist	WEBER, TODD B. BA, California State University, Fullerton; MA, PhD, University of California, Riverside; Monterey Peninsula College, 2000	Philosophy
SANCULI, DANIEL BS, University of Colorado; PhD, University of California, Davis; Monterey Peninsula College, 2021	Anatomy/Physiology	WEI, LIJUAN MAT, Bridgewater State College; MS, PhD, University of Massachusetts, Amherst; Monterey Peninsula College, 2002	Physics/Astronomy
SEAGAL, DAVID BS, MS, University of California, Santa Cruz; Monterey Peninsula College, 2016	Computer Science & Information Systems	WHITWORTH, RACHAEL BA, MS, San Jose University; Monterey Peninsula College, 2014	Psychology
SINGH, DAMANJIT BS, Birla Institute of Technology and Science, India; Monterey Peninsula College, 2008	Computer Science & Information Systems		
SPENCE, LUKE BS, Colorado School of Mines; MA, Naval Postgraduate School; Monterey Peninsula College, 2013	Chair, Physical Science Division/Mathematics		
SPIERING, CHARLES (BLAKE) BS, College of Notre Dame de Namur; MA, St. Mary's College; Monterey Peninsula College, 2002	Physical Education		

Emeritus Faculty and Administrators

ABBOTT, BERNADINE	Library	1987-2010	CYR, RAYMOND	Physics	1988-2002
ALLSUP, ELDON E.	Drafting	1968-1997	DAVIS, JACQUI	Counseling	1973-2005
ANDERSON, CARSBIA	Vice President of Student Services	1977-2013	DEBONO, PETER	Theatre Arts	1971-2011
ANDERSON, JOHN	Creative Arts Division Chair/Music	1989-2018	DEVLIN, EDWARD	Director, International Students	1967-1995
ANTHONY, DEBELIAH	Counseling	1975-2012	DONOVAN, ROBERT	Mathematics	1983-2012
AVERY, KIRK	Superintendent/President	1992-2005	DURSTENFELD, ANDRES	Biology	1997-2020
BANATHY, BELA	Business	1969-2003	ERICKSON, CAROLE	College Nurse	1986-2005
BARON, JOHN	Business Manager/Business	1961-1978	ESQUIBEL, EMILIO	Spanish	1968-1999
BARTOW, GAIL	Mathematics	1984-2012	FAIL, GAIL	Biology	1991-2011
BAINES, WHITNEY	Anatomy/Physiology	1975-2005	FERRANTELLI, SAL	Music	1981-2017
BATCHEV, JULIA	Librarian	1970-2004	FOX, DANIEL	Speech	2002 -2021
BISHOP, MARK A.	Chemistry	1975-2011	FUJII, KIM	Physical Education	2004-2017
BISSELL, JOSEPH	Vice President of Administrative Services	2001-2010	FULLER, GARY	Anatomy/Physiology	1978-2013
BLAKEMORE, JOHN	Psychology	1965-1985	GAMIERE, CONSTANCE	Drama Counseling	1974-2014
BOGUE, CAROLE	Vice President of Academic Affairs	1996-2005	GAMPER, JOSEF	Anthropology	1977-2008
BOLEN, GARY	Theatre Arts	1999-2016	GARRISON, DOUGLAS	Superintendent/President	2006-2012
BOSSERMAN, HOMER	Physics/Astronomy	1965-2016	GIBBS, NORMAN	Automotive Technology	1974-1983
BOWER, DIANE	Interior Design	1974-2002	GILMARTIN, MICHAEL	Dean of Instructional Planning	1999-2017
BRADLEY, VINCE	Dean of Instruction, Academic Affairs	1974-1998	GIORDANO, AL	Business	1958-1986
BRANSFIELD, KEVIN	Photography	2006-2021	GOEHRING, NANCY	Office Technology	1986-2011
BROWN, THERESA	Art	1997-2021	GONZALES, ALEX	Art	1964-1989
BRUNO, LINDA	Medical Assisting	1980-2009	GONZALEZ, JOHN	Vice President for Academic Affairs	2006-2011
BRYAN, JULIE	Nursing	1994-2016	HAAS, CATHY	Ornamental Horticulture	1990-2011
BURKE, DAVID	Director, Fort Ord	1980-1991	HACKER, THORNE	Dean of Instruction, Liberal Arts	1974-2002
CARDINALE, SALVATORE	Counseling	1977-2016	HANSEN, CAROLYN	Sign Language	1980-2012
CARLSON, KEN	Mathematics	1961-1983	HANSEN, DAVID	Mathematics	1965-1999
CARNEY, CAROLINE	Child Development	1995-2011	HAUSMANN, GRETCHEN	Physical Education	1978-2004
CHUBB, JAMES	Older Adult Program	1985-1994	HOBBS, WILLIAM	Psychology	1985-2011
CLARK, KATHLEEN	Cooperative Work Experience Coordinator	2008-2018	HOBSON-ROBINSON, ALLYE	English/French	1969-2003
CLEMENS, DAVID	English	1972-2017	HOPKINS, DAVID	Superintendent/President	1963-1995
CLEMENTS, MARK	Adapted Physical Education	1990-2020	JACOBSON, CHERYL	Nursing	1990-2013
COLTON, SHARON	Dean of Technology	2001-2012	JACKSON, CASS	Physical Education	1986-2011
COMPTON, DONALD	Chemistry	1963-1986	JAMES, JOSEPH ALLSTON	English	1980-2011
CONIGLIO, SHARON	Dean of Counseling, Admissions & Records	1964-2002	JANICK, RICHARD	Art	1972-2009
COSTELLO, JEANNE	Women's Studies	1995-2010	JENKINS, MARK	English as a Second Language/French	1981-2010
COX, DOROTHY	Dental Assisting	1974-1993	JENSEN, LINLEY	English	1965-1989
CUNNINGHAM, ALAN	Chemistry	1964-1988	JEPSON, GUNNEL	Psychology/Sociology	1982-2007
CURTIS, LINCOLN	COOP/German/Drama	1987-2008	JEREZ-MOYA, LOLA	Spanish	1991-2014
			JOHNSON, ANITA AUKEE	English	2004-2021
			JOHNSON, DENNIS	Sociology	1972-2011
			JOHNSON, JOHNNY	International Student Program	1994-2006
			JONES, WILLIAM	Counseling	1983-2010

JOPLIN, DAVID	English	2005-2016	REEVE-WILSON, NANCY	English	1968-2003
JOPLIN, SUSAN	English	2006-2016	REICH, CARL	Data Processing	1961-1978
KAROHS, ERIKA	German	1965-1987	RILE, MARY	Home Economics	1953-1982
KEZIRIAN, RICHARD P.	History	1971-2011	ROBERTS, ELLIOT	English	1965-1997
LEE, BARBARA	Associate Dean, Human Resources	2002-2014	ROSS, HAZEL	Mathematics	1990-2015
LEONARD, RONALD	Counseling	1968-2002	RUIZ, DEBORAH	Library	1990-2016
LILLEY, PATRICIA	EOPS Counseling	1986-2003	RUTH, STEPHEN	College Readiness	1985-2008
LINDSAY, WILLIAM	Biology	1967-1997	SARE, DAWN	Physical Education/Dance	1976-2004
LOCKWOOD, WANDA	English & Study Skills Center	1989-2003	SAWYER, DAVID	Counseling	1967-1986
LOGAN, THOMAS	History	2000-2016	SCHUTZLER, LYNDON	Physical Education/Interim Dean of Student Services	2001-2020
MAINS, MARY	English	1966-1971	SCHWYZER, ALISON	Philosophy	1985-1999
MARTIN, MARLENE	English	1972-2007	SMITH, DIANE	Physical Education	1961-1998
MEKARSKI, GARY	Physics	1971-2006	SMITH, RANDALL	Computer Science & Information Systems/Office Technology	1997-2013
MERRILL, KEITH	Dean, Community Education	1965-1985	SMITH, ROBYNN	Art	1989-2018
MIGLIORE, EDWARD	Mathematics	1980-2013	SMITH, ROSETTA	Business	1964-1983
MILLER, JANE	Art	1985-2001	SNIBBE, RICHARD	Administration of Justice	1963-1989
MILLER, LAWRENCE	Electronics	1964-1986	SOUZA, NANCY	College Readiness	1974-2006
MINOR, WILLIAM G.	English	1971-1996	SPENCE, DAVID	Business	1962-1997
MOORE, JEANNE	Children's Center	1993-2000	TADLOCK, MAX	Superintendent/President	1980-1985
MOORE, MARGUERITE	English	1969-1997	TEED, MARY ANNE	Library	1973-2006
MOORTY, J.S.R.L. NARAYANA	Philosophy	1974-1999	TETTER, STEPHANIE	Library	2000-2013
MUSZALA, SUSANNE	Counseling	2013-2019	THOELE, JANET	English as a Second Language	1982-1997
NEAL, VERN	English as a Second Language	1978-1997	THOMAS, MARILYN	Office Occupations	1983-1996
NELSON, JOHN	English as a Second Language	1992-2021	TIMM, JUDEE	Business	1990-2012
NELSON, MARY	Family & Consumer Science/Fashion	1985-2009	TORRES, MICHAEL	Counselor	2002-2021
NERVINO, PATRICIA J.	Nursing	1986-2016	TOWNSEND, MARILYN	Academic Support Center	1989-2011
NORRIS, ED	Humanities	1964-1989	TRIBLEY, WALTER	Superintendent/President	2012-2019
NORTON, EVA	Mathematics	1990-1993	VICTOR, VITO	Computer Science & Information Systems	1985-1999
NYGREN, ELAINE	Sociology	1964-1978	VINCENT, CHRISTINE	Counseling	1994-2015
ODOM-WOLFER, TERRIA	Learning Specialist	1988-2017	VOTH, GRANT	English/Gentrain	1978-2003
PAPPAS, CHRIS	Physical Education	1963-1994	WALTER, SUSAN	Counseling	1995-2011
PARTCH, PENNY	English as a Second Language	1995-2021	WEIGLE, RICHARD	Counseling	1989-2013
PEASE, JOAN	Coordinator, Co-op/Business	1998-2001	WELLS, DAVID	Business/Computer Science & Information Systems	1981-2004
PEET, PHYLLIS	Women's Studies	1990-2007	WHITE, WALTER	Dance	1982-2013
PENTONY, JACQUELINE	Child Development	1971-1995	WILLIAMS, GORDON	Chemistry	1956-1989
PHILLEY, PEYTON (DON)	Mathematics	1984-2020	WOOD, JOHN	Business	1986-2003
PILAT, PETER	Art	1971-1994	YAMADA, DAVID	Political Science	1971-1998
POHLHAMMER, CARL	History/Political Science	1965-1995			
PRADO, GILLES	Computer Science & Information Systems	2000-2016			
PREDHAM, NANCY	International Student Programs	1998-2011			
RASMUSSEN, MICHAEL	Physical Education	2001-2020			
RAGAN, LAVERNE	Business	1969-1993			

Administrative Team, Directors, Coordinators, and Chairs

Administrative Team

Superintendent/President	David Martin	(831) 646-4060	dmartin@mpc.edu
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Vice President, Advancement	Rebecca (Beccie) Michael	(831) 655-5506	rmichael@mpc.edu
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Dean of Instruction - STEM	Vincent van Joolen	(831) 646-4816	vvanjoolen@mpc.edu
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Interim Dean, Student Services	LaKisha Bradley	(831) 646-4261	lbradley@mpc.edu
Interim Dean, Student Services	Eric Ogata	(831) 646-4219	eogata@mpc.edu
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Chair, Career Education Division	Leandro Castillo	(831) 646-4076	lcastillo@mpc.edu
Chair, Counseling Division	Alethea DeSoto	(831) 645-1326	adesoto@mpc.edu
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Chair, Life Sciences Division	Heather Faust	(831) 646-4130	hfaust@mpc.edu
Chair, Kinesiology Division	Daniel Phillips	(831) 646-4223	dphillips@mpc.edu
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Chair, Social Sciences Division	Steve Albert	(831) 646-4160	salbert@mpc.edu
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Coordinator, Police Academy	Lanny Brown	(831) 646-4236	lbrown@theacademy.ca.gov
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Director, Admissions and Records	Nicole Dunne	(831) 646-3007	ndunne@mpc.edu
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Director, Reading & Writing Center	Adria Gerard	(831) 645-1379	agerard@mpc.edu
Director, Tutoring and Academic Success Center (TASC)	To be appointed	(831) 646-4106	
Director, Information Systems	Michael Midkiff	(831) 646-3073	mmidkiff@mpc.edu
Director, Institutional Research	Rosaleen Ryan	(831) 646-4035	rryan@mpc.edu
Director, Library Services	Jeffery Sundquist	(831) 646-4036	jsundquist@mpc.edu
Director, Marketing and Communications	Kristin Darken	(831) 646-4001	kdarken@mpc.edu
Director, Maurine Church Coburn School of Nursing	Laura Loop	(831) 646-3025	lloop@mpc.edu
Director, Security	To be appointed	(831) 646-4099	
Director, Student Financial Services	To be appointed	(831) 646-3043	
Facilities Operations Supervisor	Peter Olsen	(831) 645-1362	polsen@mpc.edu
Manager, Systems and Programming	To be appointed		
Theatre Technical Director and Operations Manager	To be appointed	(831) 646-4211	
Title IX Coordinator	Kayla Valentine	(831) 646-3038	titelx@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.



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Access Resource Center (831) 646-4070	Jacque Evans Student Services Building	International Students (831) 645-1380	Student Services Center
Admissions & Records (831) 646-4002 / admissions@mpc.edu	Student Services Building	Math/Science Upward Bound (831) 645-1306	Jasmine Do Student Services Building
Articulation (831) 646-3013	He Seon Ihn Student Services Building	Parking Permit Purchase (831) 646-4002	Online via WebReg
Assessment Office (831) 646-4027 / assessment@mpc.edu	Student Services Building	Policies and Regulations, Student (831) 646-4155	VP of Student Services Administration Building
Associated Students of MPC Office (831) 646-4013	Julie Osborne Student Center	Probation and Disqualification (831) 645-1377	Sandy Nee Student Services Building
Athletics (831) 646-4220	Wendy Bates Physical Education Building	Registration (831) 646-4002	Admissions & Records Student Services Building
Bookstore (831) 657-4680	Bookstore Manager Student Center	Residency (831) 646-4002	Admissions & Records Student Services Building
CARE / CalWorks (831) 646-4248	Kacey Giammanco Student Services Building	Scholarships (831) 646-4030	Student Financial Services Student Services Building
Career / Transfer Resource Center (831) 645-1336	Sudeshna Nand Student Services Building	Security (831) 646-4099 / (831) 646-4292	Student Center
Certificate Requirements (831) 646-4020	Counselors Student Services Building	Sexual Harrassment / Sexual Misconduct (831) 646-3038 / titleX@mpc.edu	Kayla Valentine Human Resources
Clubs, Student (831) 646-4192	Julie Osborne Student Center	Student Accounts (831) 646-4046	Fiscal Services Administration Building
Counseling Office (831) 646-4020	Alethea DeSoto Student Services Building	Student Activities (831) 646-4192	Julie Osborne Student Center
Dean (Interim), Student Services (831) 646-4261	Lakisha Bradley Student Services Building	Student Center (831) 646-4192	Julie Osborne Student Center
Dean (Interim), Student Services (831) 646-4219	Eric Ogata Student Services Building	Student Conduct (831) 646-4155	VP of Student Services Administration Building
Dean (Interim), Student Services (831) 646-4220	Wendy Bates Athletics / PE	Student Employment (831) 646-4195	Lien Nguyen Student Services Building
Dual Enrollment (831) 646-4282 / dualenrollment@mpc.edu	Chris Rendon	Student Equity & Achievements (831) 646-4261 / seaprogram@mpc.edu	LaKisha Bradley Student Services Building
Early Childhood Education Lab School (831) 646-4066	Jeff Procive Early Childhood Education Lab School	Title IX (831) 646-3038 / titleX@mpc.edu	Kayla Valentine Human Resources
Education Center at Marina (831) 646-4850 / marinaedcenter@mpc.edu	LaKisha Bradley	TRIO Student Support Services (TRIO SSS) (831) 646-4246	Grace Anongchanya Student Services Building
EOPS Office (831) 646-4247	Eric Ogata Student Services Building	Transcripts (831) 646-4002 / admissions@mpc.edu	Online via WebReg or Admissions & Records Student Services Building
Financial Aid (Student Financial Services) (831) 646-4030	Student Services Building	Upward Bound (831) 646-4089	Sandra Washington Student Services Building
Graduation Requirements (831) 646-4020	Counselors Student Services Building	Veterans Resource Center (831) 646-4025 / (831) 646-4020	Eileen Crutchfield Student Center
Health Services (831) 646-4017	Leann Contapay Student Services Building		



MPC | MONTEREY PENINSULA COLLEGE

980 Fremont Street, Monterey, CA 93940
(831) 646-4000 | 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



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

- Access Resource Center
- Admissions & Records
- Assessment Center
- Career/Transfer Resource Center
- Cooperative Agencies Resources for Education (CARE)
- CalWorks

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