David Passage

Cover artist David Passage has taught photography at Allan Hancock College for more than a decade. Before that he was a commercial printer in San Francisco. David received a BA in English Literature from UC Irvine and a BFA and MFA in photography from the San Francisco Art Institute. The San Francisco Museum of Modern Art artist’s gallery has carried his work for over 25 years and he has published numerous times in the Leica Camera house magazine.

“I love that photographs, machine made images, can be about how things look but can also be about ideas. When photography was first born in 1839 people didn’t know how to understand this radically different way of making pictures. It looked most like painting to them so they talked about it in terms of painting. In truth, photography, as an informational medium, probably has more to do with language than with art. Some of my favorite photographers, Robert Adams, Frank Golkhe and Aaron Siskind, were English teachers before they were photographers!”

Front cover: San Simeon Pier • Back cover: Bridge, Highway 1
The Allan Hancock Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against because of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

Allan Hancock College will provide, upon request, alternate translation of its general information documents in large print, Braille, e-text etc. Please call (805) 922-6966 ext 3788.
BOARD OF TRUSTEES

Tim Bennett, President  •  Carol Anders, Vice President
Henry M. Grennan  •  Bernard E. Jones  •  Larry Lahr
Jeff Hamsher, Student Trustee

ADMINISTRATIVE PERSONNEL

President and District Superintendent.......................... José M. Ortiz, Ed.D.
Associate Supt./Vice President, Academic Affairs ........ Anna Davies
Associate Supt./Vice President,
   Administrative Services ..................................... Elizabeth A. Miller, Ed.D.
   Vice President, Facilities and Operations..............Felix Hernandez Jr.
Vice President, Student Services................................Vacant
Dean, Academic Affairs......................................... Roanna Bennie
Dean, Academic Affairs......................................... Anne Cremarosa, DBA
Dean, Academic Affairs......................................... Vacant
Dean, Community Education ................................. Ardis Neilsen
Dean, The Extended Campus .........................Rick Rantz
Dean, Student Services/Counseling
   and Matriculation ........................................ Charles E. Osiris, Ph.D.
Associate Dean, Learning Resources .................. Nancy Meddings
Associate Dean, Health, PE, Athletics ...................... Kim Ensing
Artistic Director/Associate Dean, PCPA .................. Mark Booker
Executive Director, AHC Foundation .................. Tim Flemming
Director, Admissions and Records ................ Adela Esquivel-Swinson
Director, AHC Bookstore ..............................William Hockensmith
Director, Auxiliary Accounting Services ................. Ruth Buma

Director, Business Services ............................................................ Richard Carmody
Director, CAL-SOAP ........................................................................ Adriana Perez
Director, Extended Opportunity Programs
   and Services (EOPS) and Special Outreach ........... Will Bruce
Director, Financial Aid ................................................................. Robert Parisi, Ed.D.
Director, Human Resources/Equal
   Employment Opportunity .................................... Laura Benson (Interim)
Director, Information Technology Services ........... Carol Van Name
Director, Institutional Grants ................................ Suzanne Valery, Ed.D.
Director, Institutional Research & Planning ............ Salvador Castillo
Director, Learning Assistance Program ............... Mark Malangko, Ed.D.
Director, Mathematics, Engineering, and Science
   Achievement (MESA) Program ............................... Vacant
Director, Plant Services ...................................................... R. Van Den Berg
Director, Professional Development and Training .... Cathy Kelly
Director, Public Affairs & Publications .................... Rebecca Alarcio
Director, Public Safety/Chief of Police .................. Kim Graham
Director, Title V Cooperative Grant .................... Leslie Mosson
Assistant Director, Information Technology Services ... Janet Ford
Managing Director, PCPA ....................................................... Michael Black

ACADEMIC DEPARTMENTS

APPLIED SOCIAL SCIENCES
Dean – Vacant
Department Chair – Vacant
Administration of Justice  •  Culinary Arts
Early Childhood Studies  •  Education
Family & Consumer Sciences
Human Services

BUSINESS
Dean - Anne Cremarosa
Department Chair - Marie Harrison
Accounting  •  Business
Computer Business Information Systems
Computer Business Office Technology
Cooperative Education  •  Real Estate

COUNSELING
Dean – Charles E. Osiris
Department Chair –
   Yvonne Teniente-Cuello
Leadership  •  Personal Development

ENGLISH
Dean – Vacant
Chair – Kate Adams
English  •  Reading

EXTENDED CAMPUS
Dean – Rick Rantz
Apprenticeship Training  •  Cosmetology
Economic Development

FINE ARTS
Dean – Roanna Bennie
Managing Director/Associate Dean,
   PCPA – Mark Booker
Department Chair – Marcus
Engelmann
Art  •  Dance  •  Drama  •  Film
Graphics  •  Music  •  Photography
Multimedia Arts & Communication

HEALTH, PHYSICAL EDUCATION
   & ATHLETICS
Dean - Roanna Bennie
Associate Dean – Kim Ensing
Department Chair - Chris Stevens
Athletic Training  •  Health Education
Intercollegiate Athletics
Physical Education  •  Recreation

HEALTH SCIENCES
Dean – Paul Murphy
Department Chair – Julie Kuras
Dental Assisting  •  Medical Assisting
Nursing

INDUSTRIAL TECHNOLOGY
Dean - Anne Cremarosa
Department Chair - Raywell Snowden
Architecture  •  Auto Body Technology
Automotive Technology
Electronics/Computer Electronics
Engineering Technology
Machine Technology
Space Operations
Welding Technology

LANGUAGES AND COMMUNICATION
Dean – Roanna Bennie
Department Chair –
   Ethelwynne Reeves
American Sign Language
English as a Second Language
Foreign Languages (Spanish, French, Italian)
Interdisciplinary Studies
Speech Communication

LIFE & PHYSICAL SCIENCES
Dean - Paul Murphy
Department Chair - Linda Metaxas
Agribusiness  •  Astronomy
Biology  •  Chemistry
Environmental Studies
Geographic Information Systems
Geology  •  Physical Science
Physics

MATHEMATICS & ENGINEERING
Dean - Paul Murphy
Department Chair – Robert White
Computer Science  •  Engineering
Mathematics

PUBLIC SAFETY
Dean – Anne Cremarosa
Department Chair – David Senior
Emergency Medical Services
Environmental Technology
Fire Technology/Academy
Law Enforcement Academy
Wildland Fire Technology

SOCIAL & BEHAVIORAL SCIENCES
Dean – Vacant
Department Chair - Gary Bierly
Anthropology  •  Economics
Geography  •  History  •  Humanities
International Studies  •  Philosophy
Political Science  •  Psychology
Sociology
Allan Hancock College is named for the late Captain G. Allan Hancock, who distinguished himself in many fields. A marine explorer, railroad engineer, pilot, oil man, philanthropist, and musician, Captain Hancock had an abiding interest in education for all Americans.

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Allan Hancock College was founded in 1920 when the Santa Maria High School District established Santa Maria Junior College. Classes were held in high school rooms until 1937, when a bond issue passed and a college wing was built on the northwest corner of the high school campus. In 1954, because of expanding enrollment, the college moved from the high school to Hancock Field, which for a number of years had housed the Hancock College of Aeronautics and, later, the University of Southern California’s School of Aeronautics. Shortly thereafter, the community voted to establish a separate junior college district. At this time, the name of the college was changed to Allan Hancock College to honor Captain G. Allan Hancock, a prominent community member who owned the land and facilities of the airfield. In 1958, the voters approved a bond issue to purchase the airport site and finance a building program. By the fall of 1962, many classes were held in four new college buildings, the nucleus of a campus master plan designed for 2,000 students. These buildings included the Student Center, the Library, the Science Complex, and the north wing of the gymnasium. Many classes continued to be offered in buildings constructed for the original aeronautics college.

On July 1, 1963, the Allan Hancock Joint Community College District was formed by annexing the areas served by the Santa Ynez Valley High School District and the Lompoc Unified School District. This move expanded the district to 3,000 square miles, including the Channel Islands.

As enrollment continued to grow, the college expanded its facilities. The two-story Business Education building opened in December 1964, and the Fine Arts building opened in the fall of 1965. Both the gymnasium and the Industrial Technology building were completed during the fall of 1967. The administration and student services buildings were ready for fall semester 1967, and the Performing Arts Center, which included the Marian Theatre, followed the next spring. The college bookstore was completed in May 1971.

In 1974, property and buildings located three blocks from campus were purchased from the Southern California Gas Company, resulting in the addition of nine acres to the district's assets. Those buildings, now known as "South Campus", house the district's plant services operation, as well as the law enforcement, fire technology, and emergency services instructional programs. In 1977, the Learning Resources Center opened after the completion of a 16,000 square-foot addition to the library and extensive remodeling of the existing structure.

The Learning Assistance building opened in 1982 to serve the physically disabled and students with learning disabilities. The Humanities Complex at the south end of the campus was completed in 1989. The Family and Consumer Education facility began full operation for spring 1991 classes, and the Severson Theater, an addition to the Performing Arts Center, was completed in fall 1992, along with entry and roadway improvements. The original Student Center was completely remodeled and expanded in 2002 and now incorporates the bookstore within its walls.

An extensive remodel and expansion of the college's Learning Resources Center, one of four original campus buildings, was completed in 2007 to include a new, two-story addition, the Academic Resource Center (ARC), which houses student support operations such as the tutorial and writing centers. The Ann Foxworthy Gallery is also located inside the ARC. The gallery is named for Superintendent/President Emeritus Ann Foxworthy, Ph.D., who retired in 2005.

In 1974, property and buildings located three blocks from campus were purchased from the Southern California Gas Company, resulting in the addition of nine acres to the district’s assets. Those buildings, now known as “South Campus”, house the district’s plant services operation, as well as the law enforcement, fire technology, and emergency services instructional programs. In 1977, the Learning Resources Center opened after the completion of a 16,000 square-foot addition to the library and extensive remodeling of the existing structure.

A new Community Education building opened in summer 2007. It contains modern computer labs and classroom and office spaces, along with a professional culinary teaching kitchen. A two-story Science building opened for fall classes in August 2007, offering modern lab and classroom space for the life and physical sciences, mathematical sciences, and health sciences departments.

A $180 million bond measure passed by voters in June 2006 is paving the way for additional new facilities and technology enhancements that will be completed over the next 10 years. These include a Public Safety Complex, One-Stop Student Services building, childcare addition, Fine Arts building, industrial technology facility upgrade, athletic facility improvements, and technology advancements.
Ever since the first classes taught at the Camp Cooke Army barracks in 1952, the college has offered extensive courses in the community and the college remains committed to serving the Lompoc and Santa Ynez valleys. The college’s Vandenberg Air Force Base Center opened in 1957; classes have been taught in Santa Ynez since 1971, and in Lompoc since 1974. The college completed construction of a permanent Lompoc Valley Center in spring 1999, and opened the Solvang Center in August 2000.

The college’s curriculum has also grown to meet the community’s needs, from the 1920 curriculum of 12 courses paralleling the University of California’s lower division requirements, to more than 1,000 credit courses today. Programs have kept pace with changing needs since the very beginning, with such courses as airplane mechanics and radio code in the 1930s and ’40s to mechatronics and viticulture and enology today.

Liberal arts courses have continued their long-standing contributions through hundreds of courses and programs. In science, such courses as microbiology, anatomy, and geology are taught in exceptional labs. English, foreign languages, history, psychology, political science, music, drama, and art have anchored the curriculum since the college opened its doors. Since 1980, the college has sponsored a semester abroad program, which offers students the opportunity to study across the globe.

Starting in the late 1950s, the college began to offer remedial instruction, especially in mathematics and English. Since 1974, the Tutorial Center has helped students on an individual and group basis. The resulting search for more effective teaching methods led to the opening of the Writing Center in 1975. The Math Center was established in 1996.

Students’ financial needs outside the classroom have been met by a growing number of support programs. Last year, more than $300,000 in scholarships was awarded through the Allan Hancock College Foundation. In 1974, the college opened its Financial Aid and Job Placement offices. In addition, the Extended Opportunity Programs and Services (EOPS) office has helped students with “over and above” support services since the 1970s.

The Community Education program, active since 1973, offers hundreds of courses including citizenship and classes for older adults. In an effort to offer programs for citizens of all ages, the college also sponsors a “College for Kids’” dance program throughout the year. The arts and lectures series has been presenting distinguished speakers and performers since 1965.

Drama has formed a strong part of the college’s relationship with the community. From its beginning in a converted badminton court in 1964, the Pacific Conservatory of the Performing Arts (PCPA) has offered more than 500 plays and musicals, maintained artists in residence, and trained approximately 3,000 actors and technicians, many of whom have found employment in professional theater and the entertainment industry. PCPA has also presented plays in Solvang since 1971, leading to the founding of the Solvang Theaterfest in 1981.

Allan Hancock College has established itself as a premier educational institution serving residents from the Central Coast of California and beyond. It also contributes significantly to the local economy as the fifth largest employer in northern Santa Barbara County, with approximately 1,300 employees. The history of Allan Hancock College is rich with accomplishments. Although the board of trustees, administration, faculty, and staff value the college’s past, they also have a vision for the future, as do our students, who choose Allan Hancock College with the goal to “Start here. Go anywhere.”
MISSION OF THE COLLEGE

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural and economic vitality of our diverse community.

VISION STATEMENT

Allan Hancock College will be the recognized leader in student success through excellence in teaching, learning, and services in an environment of mutual respect.

ALLAN HANCOCK COLLEGE SHARED VALUES

Student Success
Innovation
Mutual Respect
Lifelong Learning
Diversity
Academic Freedom
Shared Governance
Excellence

We at Allan Hancock College express our values in all that we do. Our commitment is to find innovative ways to enhance student achievement and to always put students first. We operate in a culture of mutual respect and lifelong learning, developing relationships among students and employees to enrich our collective appreciation for diverse ideas, thoughts, and experiences. Our culture is supported by a philosophy that shared governance and academic freedom are primary vehicles in promoting excellence in all teaching, learning, and services through open and honest communication.

ACCREDITATION

Allan Hancock College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Blvd., Ste. 204, Novato, CA 94949 (415) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. The college has been continuously accredited since 1952.

The latest Accreditation Report from the Western Association of Schools and Colleges is available for review at the Learning Resources Center. In addition, the licensing or other approval by a state agency for various programs which require state approval are available at the Learning Resources Center. Students should inquire at the information desk.

PHILOSOPHY STATEMENT ON ASSESSMENT AND STUDENT LEARNING OUTCOMES

Excerpt from the statement adopted by the Allan Hancock College Academic Senate

Allan Hancock College is committed to excellence in learning, in teaching, and service in order to enable students to reach their educational goals. Student success is the highest priority at Allan Hancock College. Working with students and the community, all campus constituencies collaborate to provide innovative and comprehensive programs and services to ensure student achievement and meet community needs.

Thus, the primary goal of assessment at Allan Hancock College is to improve student learning. Learning is more than simply acquiring knowledge; "it entails not only what students know but what they can do with what they know; it involves not only knowledge and abilities but values, attitudes, and habits of mind that affect both academic success and performance beyond the classroom" (AAHE Nine Principles of Good Practice for Assessing Student Learning). The entire campus, seeking input from the greater community when appropriate, works together in a spirit of continuous improvement to support student growth and development for lifelong learning.

Students learn best when they assume ownership of and responsibility for their own learning; it is Allan Hancock College's goal to provide an environment that best facilitates that learning. Therefore, outcomes assessment not only monitors what and how well students learn, but also measures the success of the institution in providing effective learning opportunities. Outcomes assessment occurs in both instructional and student service settings. The keys to the process are well-defined student learning outcomes and student support strategies implanted in an environment of high academic standards.

ALLAN HANCOCK COLLEGE FOUNDATION

The Allan Hancock College Foundation was established in 1977 as the focus of community support for Allan Hancock College. Its primary purposes are: to 1) operate for the advancement of education, 2) solicit and raise funds for scholarships, 3) assist students to pursue an education beyond the secondary level, and 4) meet the special needs of Allan Hancock College. The foundation provides the gift of opportunity and promotes excellence in education to residents of northern Santa Barbara County. Essential resources are generated through the community leadership of its distinguished volunteer board of directors. The Allan Hancock College Foundation is a California nonprofit corporation and determined to be tax exempt under section 501(c)(3) of the Internal Revenue Code. For further information, call (805) 925-2004.

AUXILIARY PROGRAMS CORPORATION

The Allan Hancock College Auxiliary Programs Corporation is a nonprofit, tax-exempt, 501(c)(3) corporation organized to further the educational purposes of the college. Through an agreement with the college district, corporation activities include the bookstore, the Pacific Conservatory for the Performing Arts, the Associated Student Body and co-curricular programs including athletics and clubs.
Students who desire to attend Allan Hancock College must meet academic and residence requirements and must complete college admission procedures.

ADMISSIONS PROCEDURE

Students will be admitted to Allan Hancock College if they have graduated from an accredited high school, or passed the High School Proficiency Examination or the GED. Students who have not graduated from high school may be admitted to the college if they have attained the age of 18 and are able to profit from the instructional program. Allan Hancock College has adopted the START process as a means of determining its students' ability to benefit from the various curricula it offers. This process assesses a student's readiness for enrolling in college level classes and identifies those who require pre-collegiate basic skills instruction in order to succeed in college-level classes. The assessment process includes not only measures of language and computational skills but also consideration of students' aptitudes, study skills, educational goals, and support service needs. Those students whose nonnative speaking status, learning disability, or physical status precludes accurate assessment by the START battery will be administered the English as a Second Language test or referred to the Learning Assistance Program for appropriate assessment.

All males seeking admission to Allan Hancock College: Assembly Bill 397 (Kuykendall): Selective Service Registration (Chapter 575/1997), effective January 1, 1998, requires that admissions offices at public postsecondary institutions make "every reasonable effort" to inform all male applicants for admission to the college of their obligation to register for the Selective Service. For details on how to register with the Selective Service, contact the nearest United States Post Office. The enactment of AB 397 prohibits anyone who fails to register with the Selective Service from receiving financial aid from any programs administered by the Student Aid Commission. Forms are also available at the Admissions and Records office.

RESIDENCE REQUIREMENTS

Legal Requirements

California state law requires that each student enrolled in or applying for admission to a California community college provide information and evidence as deemed necessary by the Board of Trustees of the Allan Hancock Joint Community College District to determine his/her residence classification.

Rules of Residency-Adults Over 19 Years of Age

Note: No one factor is controlling - all three criteria must be met. The responsibility for establishing residence lies with the student.

A student over 19 years of age may establish California residency by meeting the three requirements listed below.

1. Verify physical presence in California one year prior to the day before the start of the semester. Residency is determined by union of act and intent. The one-year period begins when the student is not only present in California but also has demonstrated clear intent to become a permanent resident of California.

2. Clearly verify an intent to make California a permanent place of residency by:
   a. Primary Determinants
      - filing California state tax as a resident;
      - maintaining California as legal state of residence on Leave and Earnings Statement (LES) and W-2 form while in the armed forces for one year prior to the start of the semester of enrollment;
      - possessing California motor vehicle license plates and registration;
      - possessing a valid California driver's license or a Department of Motor Vehicles ID card;
      - registering to vote and voting in California.

   b. Supplemental Determinants
      - showing California as a home address on federal tax forms;
      - being a petitioner for divorce in California;
      - obtaining license from California for professional practice;
      - establishing and maintaining active California bank accounts;
      - owning residential property;
      - holding active membership in service or social clubs;
      - having spouse, children, or other close relatives reside in California.

3. Not be involved in conduct inconsistent with a claim of California residency. Some examples of inconsistent conduct which nullify intent are:
   - maintaining voter registration in another state;
   - being a petitioner for divorce in another state;
   - attending an out-of-state institution as a resident of that state;
   - declaring nonresidency for state income tax purposes;
   - retaining a driver's license and/or keeping a vehicle registered in another state during the time period for which California residence is claimed; and/or
   - paying as a resident state income tax in another state.

CALIFORNIA NON-RESIDENT TUITION EXEMPTIONS

On October 12, 2001, Governor Davis signed into law Assembly Bill 540 (Stats. 2001, ch. 814) which adds a new section 68130.5 to the California Education Code. Section 68130.5 creates a new exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California and received a high school diploma or its equivalent. The law became effective on January 1, 2002.

This law does not affect current Title 5 regulations concerning residency. Those regulations remain in effect; changes are not anticipated. The law does not grant or amend current residency rules but rather provides for an exemption from nonresident tuition for certain nonresident students.

Students must meet all requirements in section 68130.5 (a) (1) - (4) to be eligible for the exemption.

1. The student must have attended a California high school for three or more years. There are no provisions for partial attendance (e.g. two years and 7 months). The law does not require consecutive attendance nor require
that the student attended the last three years in California (in the case of four-year high schools). Such attendance could be at multiple California high schools. Attendance at continuation high schools, charter high schools, and K-12 approved independent education is acceptable. Attendance at a home school is not acceptable unless the home schooling was provided in a manner recognized under state law. The law does not distinguish between public and private high schools. There is no time limit on how far in the past the student might have attended a California high school.

2. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or a high school proficiency exam). There is no time limit on how far in the past the student might have attained this status.

3. In the case of a student without lawful immigration status, an affidavit must be filed with the college that indicates the student has applied for legalization or will do so as soon as the student is eligible to do so. The law does not require the institution to explore the student’s eligibility for legalization nor does it require the institution to monitor future changes in eligibility. Students may obtain the "student affidavit for exemption from nonresident tuition" at the Admissions and Records office.

4. Except for nonimmigrant aliens, any nonresident student who meets the first two requirements shall be exempted from nonresident tuition even if he or she is a US citizen or lawful immigrant; however, they will not be classified as California residents.

Students who meet the exemption requirements and who are unlawful immigrants are not eligible for any federal or state financial aid program (e.g., EOPS or for purposes of a BOG Fee Waiver).

**Seasonal Agricultural Exemption**

The student must provide evidence that the student himself or herself, or the student’s parents with whom the student is living, earns a livelihood primarily performing agricultural labor for hire in California and has performed such labor for at least two months in each of the preceding two years.

These exemptions are not available for persons who are absent from California, but who are taking distance learning education classes from California Community Colleges.

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Affidavits are available at the Admissions and Records office. Nonresident students meeting the criteria will be exempted from payment of nonresident tuition, but they will not be classified as California residents. They continue to be “nonresidents”.

**Students Associated with the Armed Forces**

Students who are members of the armed forces of the United States and their dependents stationed in this state on active duty, except those assigned to California for educational purposes, are exempt from nonresident tuition. There is no requirement for the military person to establish residence; however, the student must be on active duty on the residence determination date. If a nonresident student who is a member of the military becomes separated from the military, he or she would be required to provide evidence of intent to establish California residence for a minimum of one year prior to the residence determination date. Effective January 1, 1996, Assembly Bill 723 was added to the California Education Code to allow a member of the armed forces who was stationed in California on active duty for more than one year prior to being discharged from the service, to resident classification for up to one year he or she lives in California after being discharged. After the one-year exception, the student would have to prove California residence had been established.

**International/Foreign Students**

Allan Hancock College is authorized under federal law to enroll nonimmigrant alien students. Such students, regardless of age, have nonresident status and will be assessed appropriate tuition. The U.S. Department of Homeland Security/Citizenship and Immigration Services precludes foreign students from establishing residency. Admission to Allan Hancock College requires completion of an International Student Application and acceptance to the college. International student applications are available at the Admissions and Records office, by phone, and by e-mail. A TOEFL score of 475 on the paper test, 153 on the computerized test or 53 on the Internet based test is required for admission. Once accepted, International students must maintain full-time status (12 semester length units) for each semester in which they are enrolled.

A student classified as an International student will be required to pay tuition as a condition of and at the same time of enrollment in an amount set forth by the Board of Trustees of the Allan Hancock Joint Community College District.

**Nonresident Students**

A student classified as a nonresident will be required to pay tuition as a condition of and at the same time of enrollment in an amount set forth by the Board of Trustees of the Allan Hancock Joint Community College District. Information regarding tuition fees and refunds is found in the fees section of this catalog.

**Incorrect Classification**

A student incorrectly classified as a California resident is subject to reclassification as a nonresident and payment of nonresident tuition. If incorrect classification results from false or misleading statements, a student may be excluded from class or classes upon notification.

**Reclassification**

Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Information regarding requirements for reclassification is available in the Admissions and Records office.

Tuition fees may not be refunded to a student classified as a nonresident due to lack of documentation if at a later date documentation is presented for that previous semester.

**Limitation of Residency Rules**

The student is cautioned that this summary of rules regarding residency determination is by no means a complete explanation of their meaning or content. The student should also note that changes may have been made in the statutes and regulations between the time this statement is published and the beginning of the semester.

Further information regarding residency is available from the residency technician in the Admissions and Records office.
VETERANS AND SERVICE MEMBERS

Allan Hancock College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. Servicemembers Opportunity Colleges are sponsored by the American Association of State Colleges and Universities and the American Association of Community and Junior Colleges.

As an SOC member, Allan Hancock College recognizes the unique nature of the military lifestyle and is committed to allowing the transfer of relevant course credits and to crediting learning from appropriate military training and experience. With the completion of any 12 units at Allan Hancock College, in-service personnel may complete work toward the degree regardless of subsequent military assignment. This is accomplished through a "Contract for Degree."

Credit from Military Service

To receive college credit for basic military training and active duty, all veterans and active duty military personnel must request a military transcript. Request forms are available in Financial Aid and Counseling offices. Credit for basic training will be awarded according to the ACE Guide recommendation.

In addition, a veteran may receive credit for special courses taken while in the service if those courses have been approved by the American Council on Education's publication "Guide to the Evaluation of Experiences in the Armed Services," and if official notices of completion of such courses are submitted for evaluation, or if the courses are posted on the discharge paper. This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran or eligible person's duration of the course proportionately and notify the VA and student accordingly. Individual course evaluation by the appropriate department chair is required if the previous service school training is to be applied toward satisfying part of the general education graduation requirements or part of the student's major.

For additional information, contact the veteran's coordinator. See also Veterans Affairs under the Student Services section of this catalog.

ENROLLMENT PROCEDURES

All Students

Individuals who wish to enroll in Allan Hancock College for credit day or evening classes must file the required official documents with complete and accurate information as requested at the Office of Admissions and Records. Some curricula have special admissions procedures and deadlines (see the Annoucement of Courses section). Applications for admission are available at the Santa Maria campus Office of Admissions and Records and the Lompoc Valley, Vandenberg AFB, and Solvang centers. Applications may be completed and submitted online through the AHC Web site at www.hancockcollege.edu. Students returning to Allan Hancock College with a lapse in enrollment of one or more semesters must file a new application.

Once submitted, the application and any supporting documents become the permanent property of the college and will not be returned to the applicant. Applicants who fail to provide accurate information will not be considered for admission nor allowed to remain in attendance if discrepancies are discovered after enrollment.

To prevent delays in processing their registration, all new, continuing, and returning students are encouraged to have their transcripts submitted to Allan Hancock College before enrolling for their first semester. Programs with special requirements such as nursing, fire academy, police academy, and varsity athletics, as well as financial aid, require a student to file all high school and college transcripts to verify eligibility. Transcripts or grade reports are required for validation or proof that course prerequisites have been met before a student may be allowed to register for a particular course. Students should consult the schedule of classes or the college catalog for course prerequisites. The transcripts should be directed to the Allan Hancock College Transcript Evaluator Office, 800 S. College Dr., Santa Maria, CA 93454-6399.

Allan Hancock College will retain these transcripts in student files in the Admissions office. The college is not required to maintain files beyond three years except for actively enrolled students. Therefore, students should be aware that these records are periodically purged and copies of these high school, college, and university transcripts are destroyed.

Before registering for classes, most students will need to attend a START session. START sessions are composed of three parts: assessment in reading, writing, and math; orientation to the college; and advising by counselors and faculty regarding course selection. A schedule of START sessions is available at the testing office in building X on the Santa Maria Campus, the counseling department at all sites, or from the Student Services, Testing Center website at www.hancockcollege.edu. See Matriculation: START for further information on START.

MATRICULATION: START (Student Testing Advisement, Retention and Transition)

Matriculation is a process that brings Allan Hancock College and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. This agreement includes responsibilities for both the college and the individual student.

The student's responsibilities under this agreement include:

1. expression of at least a broad educational intent upon enrollment;
2. declaration of a specific educational goal after completion of 15 semester units of degree applicable credit course work;
3. participation in orientation, assessment, counseling/academic advisement, other follow-up support services deemed necessary by the college for the completion of the student's stated educational goal;
4. becoming familiar with the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures;
5. diligence in class attendance, as required by the instructor, and completion of assigned course work;
6. completion of courses and maintenance of progress toward an educational goal.

The responsibilities of Allan Hancock College under this agreement will entail providing appropriate matriculation services which shall include:
1. the processing of applications for admission;
2. the provision of an orientation process designed to acquaint students and potential students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures;
3. an assessment process using multiple measures to determine academic readiness in English, reading, and math with special accommodation(s) and alternate assessments available for students with special needs;
4. the opportunity for additional assessments designed to assist students with the evaluation of their study skills and/or the identification of their interests, aptitudes, and educational objectives;
5. counseling/advising services to assist students in course selection, development of the student educational plan, and utilization of campus support services;
6. a follow-up process to monitor a student's progress and provide necessary advisement toward meeting educational goals;
7. the offer of additional advisement and counseling assistance to students who have not declared an educational goal, are enrolled in credit basic skills courses, or are at risk of not completing their educational goals.

Matriculation Retest and Exemption Policy

ASSESSMENT: All students who enroll or plan to enroll for credit classes at Allan Hancock College are encouraged to make full use of all matriculation services. Exemptions are subject to revision pursuant to changes made by board policy which may not be available at the time of catalog publication.

A student may retake the test once under the following conditions:
1. At least seven days have passed since the first test (to allow for extra study and preparation), and
2. The original test scores are within 5 points of reaching the next placement level of math, English, and/or ESL.
3. Students who verify that they are applicants for the AHC Police Academy are eligible for one unconditional retest within a six month period.

If a student has already taken the START test and after testing has successfully completed a math or English course in high school or an accredited college other than Allan Hancock, the student is eligible for a retest. Students who have previously tested and enrolled in a math class at Allan Hancock College are not eligible for a retest except under extenuating circumstances (an appeal may be filed with the dean, counseling and matriculation).

EXEMPTION: Students may be exempt from assessment if they meet one or more of the following criteria:
1. are transferring from another accredited postsecondary institution and have completed the equivalent of the prerequisite to freshman composition or higher with a grade of C or better (exempt from English portion of assessment);
2. are transferring from another postsecondary institution and
   a. have completed Algebra 2 or higher with a grade of C or better; or
b. have completed any other math course with a grade of C or better within the last three years (Exemptions in #2 apply to math only);
3. present scores from an assessment test currently in use by Allan Hancock College and taken within the past three years;
4. have an associate degree or higher from an accredited institution;
5. are taking courses only to upgrade occupational skills or as continuing education related to current employment and are enrolling in no more than nine units;
6. are taking courses only which are not dependent on academic skill prerequisites (such as some PE, art, dance, and music courses) and are enrolling in no more than nine units;
7. are enrolling in six units or less (except English and math courses) and have goals that do not include working toward a certificate, an associate of arts degree, associate of science degree, or transfer;
8. receive credit by examination for English (exempt from English portion only) and/or math, (exempt from math portion only) from department approved Advanced Placement (AP), College Level Examination (CLEP), or Defense Activity for Non-Traditional Education Support (DANTES) test(s).

COUNSELING AND ORIENTATION: Students may be exempt from counseling and orientation if they meet one or more of the following criteria:
1. have an associate degree or higher from an accredited institution;
2. have previously completed 12 or more units at Allan Hancock College;
3. are taking courses to upgrade occupational skills or as continuing education related to current employment and are enrolling in no more than nine units;
4. are taking courses not dependent on academic skill prerequisites (such as some PE, art, dance, and music courses) and are enrolling in no more than nine units;
5. are enrolling in six units or less (except English and math courses) and are not working toward an associate of arts, associate of science, or transfer.

Matriculation Appeals Procedure

If a student feels that assessment, orientation, counseling, course prerequisites, or any other matriculation procedure or service is being applied in a discriminatory manner, an appeal may be filed with the dean, counseling and matriculation. The student will be notified within five working days of the receipt of the appeal of the college's proposed response to the complaint and any additional steps which will be taken. Approved appeals are valid for one year from the date of the approval.

If a student believes the prerequisite has been met by other means, an appeal for prerequisite equivalency can be filed with the dean, counseling and matriculation.

All pre and/or corequisites that are stated in this catalog have been established according to policy approved by the Allan Hancock College Board of Trustees.
High School Students Enrolling at Allan Hancock College - College Now! - A Concurrent Enrollment Enrichment Program

High school juniors and seniors who have been recommended for enrollment by their principal or designee are encouraged to enroll in Allan Hancock College approved courses. All high school students are required to meet with their high school counselor to discuss eligibility for enrollment, to obtain necessary signatures of approval, and to complete the College Now! Petition for Enrollment form. Students and high school counselors should obtain College Now! forms including Lists A and B of approved courses by logging on to the college website, www.hancockcollege.edu and selecting College Now! in the Quick Links drop down menu. Students need to achieve a qualifying score on the START assessment to be able to enroll in courses on List A. The START assessment is not required for students enrolling in courses on List B. An application for admission must be completed and included with the regular registration materials. First-time College Now! students who are home schooled are required to provide a current copy of their private school affidavit on file with the California Department of Education at the time of registration. Continuing home school students must have a current affidavit on file at Allan Hancock College. Home schooled students must be at the junior or senior academic level. Concurrent enrollment is limited to students enrolled in Santa Barbara and San Luis Obispo High schools who are residents of Santa Barbara or San Luis Obispo Counties.

The enrollment fee is waived for approved College Now! students enrolling in less than 6 units. College Now! students must pay the following fees: health, student photo ID card, physical education facilities, student center (Santa Maria campus only), student representation, parking, instructional materials, and nonresident tuition fees (if applicable).

College Now! students are limited to six units of approved List A and/or List B courses per semester. College Now! students must obtain and submit an official copy of their high school transcript verifying a minimum 2.5 unweighted high school grade point average. Only high school juniors and seniors are allowed to enroll in College Now! All college units and grades earned are recorded on the student’s permanent college transcript. Receiving substandard grades and/or failure to complete coursework may affect future financial aid eligibility. Students must secure permission from their school district each semester, term, or session. Students interested in this program should contact their high school counselor, the AHC Counseling department at 922-6966 ext. 3293, or log on to the college Web site at www.hancockcollege.edu.

INTERNATIONAL / FOREIGN STUDENTS

Allan Hancock College has been approved by the United States Department of Homeland Security/Citizenship and Immigration Services to accept qualified applicants from foreign countries who are interested in attending Allan Hancock College on a valid F-1 visa. An international student is a person who is a citizen and resident of another country, and is in the United States on an F-1 "student visa," or other allowable visa. Students who are in the United States on an F-1 student visa may not establish residency. The Immigration and Nationality Act, 8 U.S.C., 1101 (a) (15), as amended by Immigration Act of 1990, Public Law 101-649, precludes international students holding F-1 visas from establishing domicile in the United States and also states that they shall not be classified as a resident of this state.

All inquiries for admission should be addressed to the Office of Admissions and Records, international student technician, 800 S. College Dr., Santa Maria, CA 93454-6399.

Due to the district’s limited financial resources and space, and due to the special educational needs of international students, the Allan Hancock Joint Community College District reserves the right to limit the number of F-1 international students admitted each year.

Admission Requirements for International Students on an F-1 Student Visa

International student application materials must be received in the Admissions and Records office by June 1 for fall admission and November 1 for spring admission. Students on an F-1 visa are required to be full-time students and must maintain a minimum of 12 semester units. According to immigration policy, international students may work 20 hours a week, on campus only.

1. Submit a completed application for admission and declare an educational objective.
2. Provide evidence of sufficient facility in the use of the English language to ensure proper progression in a collegiate course of study. To provide this evidence, Allan Hancock College requires one of the following:
   a. Satisfactorily passing the Test of English as a Foreign Language (TOEFL), periodically administered in the student’s home country by the Educational Testing Service. A score of 475 on the paper test, 153 on the computerized test or 53 on the Internet based test is required for admission. For more information on the TOEFL, visit their Web site, at www.TOEFL.com. To report the TOEFL score to Allan Hancock College, please use code 4002. Students with a TOEFL score of less than 475 are required to take the Allan Hancock College English as a Second Language (ESL) assessment test for placement into the appropriate ESL classes. Students with a score of 475 or more on the TOEFL are required to take the Allan Hancock College START test.
   b. Satisfactorily passing a course in oral and written English in an institution in the United States.
3. Submit a confidential statement of finance that verifies financial capability for the costs of attending Allan Hancock College, or affidavits guaranteeing financial support from responsible resident citizens of the United States. The college does not provide financial assistance for international students.
4. Submit all official transcripts from previously attended and recognized international institutions along with a transcript evaluation translation report. For more information about Allan Hancock College’s approved transcript evaluation translation agencies, please contact the Office of Admissions and Records at (805) 922-6966 ext. 3248.
5. Provide proof of major medical insurance coverage. If needed, the college can provide information on policies available to international students.
6. Submit proof of measles immunization and tuberculosis (TB) test.
OUT-OF-STATE STUDENTS

Students applying to Allan Hancock College who have not resided in California for the minimum time required to establish residency (see Residency) will be determined to be non-residents for tuition purposes. Out-of-state students planning to apply for federal or state loans will need to obtain such loans prior to applying to Allan Hancock College. All student fees, including nonresident tuition, must be paid at the time of registration.

REGISTRATION

Registration for credit classes is held prior to the beginning of each term/semester. Students who have applications for admission on file may utilize online (WebReg, offered on a priority basis) or In-person registration. First day priority is assigned to participants of the college’s Learning Assistance Program (LAP), Extended Opportunity Programs and Services (EOPS) department, any member or former member of the United States Armed Forces within two years of leaving active duty, designated pre-nursing majors, and first-time students at Allan Hancock College who complete an orientation class designated by the district to qualify the student for priority registration. Continuing, returning, and new students (excluding international students) who have completed the testing and advising process, or are exempt, may use Web registration (see Matriculation Exemption Policy). In-person registration is available to all students. Specific Web registration dates for each term/semester are published in the schedule of classes and on the college website. In-person registration is held a week prior to the beginning of each semester or summer session at the Santa Maria, Lompoc Valley, Vandenberg AFB, and Solvang campuses.

Prior to registration for each semester or term, class schedules containing complete information about classes offered and registration procedures are available online at www.hancockcollege.edu. Printed class schedules are also made available at all college locations and select community locations free of charge, while supplies last.

Some short-term classes offered after the start of a semester or term may not appear in the schedule of classes. Information concerning such classes will be publicized separately.

FEES AND EXPENSES

Fees are payable at the time of registration. Arrangements for deferred payment of fees may be made for students paying nonresident tuition.

Schedule of Classes

Class schedules are available online at www.hancockcollege.edu. Printed class schedules are also made available at all college locations and select community locations free of charge, while supplies last.

Enrollment Fee

There is an enrollment fee of $20 per unit for all students classified as California residents.

Health Fee

A health fee of $17 ($14 summer) is charged to all students. The health fee covers the following benefits: student accident insurance, free health consultation by the college nurse, availability of personal counseling, and a substance abuse prevention program. All health fees collected are used exclusively to provide health services.

Health Fee Exemptions (Education Code Section 76355):
1. Any student who depends exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization, provided that the student presents documentary evidence of an affiliation with such a bona fide religious sect, denomination, or organization.
2. Any student who is attending Allan Hancock College under an approved Apprenticeship Program.

Health Fee Exemptions (Board Policy 6300):
1. Continuing EOPS students;
2. Prisoners at Lompoc Federal Corrections Institute (FCI);
3. Residents of the Atascadero State Hospital.

Materials Fee

A materials fee may be required for certain courses listed in the class schedule. See individual course listings in the current class schedule for this information. Please note that BOG does not waive these fees.

Student Center Fee

Each student enrolled in one or more classes at the Santa Maria and South campuses is required to pay a Student Center Fee. The fee was established by students to help fund the remodel and operation of the Student Center. The Student Center Fee is $1 per unit up to a maximum of $10 per year (summer session through spring semester). Students are not required to pay a fee for classes taken at the Lompoc Valley Center, the Vandenberg AFB Center, and the Solvang Center or for classes at other off-campus locations. For adds/drops, lateral changes, or academic skill level changes, for the same number of units at the same campus location, students will not incur an additional Student Center Fee. Students are also exempt from paying the Student Center Fee if they are a recipient of benefits under the Aid to Families with Dependent Children Program, Supplemental Security Income/State Supplemental Program, General Assistance Program; or a recipient of a Board of Governor’s Fee Waiver (BOG-FW). Eligibility for these exemptions must be verified through the Financial Aid office.

Student ID Card Fee

An Allan Hancock College ID card is required to check out and/or use all Learning Resources materials and to use the computer, writing, and other open access computer labs.

Students may purchase a photo ID card by paying a $2 fee per semester at the time of registration, at the district cashier in Santa Maria or at the administrative offices of the Lompoc Valley and Vandenberg AFB centers. In addition to the privileges listed above, students may use the photo ID card to purchase tickets at a discount for performances of the Pacific Conservatory of the Performing Arts (PCPA) and at AHC athletic events. The photo ID card may be renewed each semester/session. There is a $2 replacement fee for a lost photo ID card.

A basic ID card, without a photo and at no cost to the student, may be obtained at the time of registration, or any time during the semester, at the Admissions and Records office, the Santa Maria campus Learning Resources Center, or at the administrative offices of the Lompoc Valley, Vandenberg AFB, and Solvang centers.
Nonresident Tuition (for out-of-state and foreign students)

In addition to the mentioned fees, foreign and out-of-state students will be assessed tuition in the amount of $190 per unit.

Student Representation Fee

The Student Representation Fee of $1 will provide support for student representatives to lobby for legislation, such as bills to keep enrollment fees at the lowest possible level. However, students may for religious, political, financial, or moral reasons refuse to pay the Student Representation Fee by indicating in writing on the Worksheet for Fees form at the time of enrollment.

Physical Education Facilities Fee

A usage fee is charged to those who enroll in PE 156 courses. See the schedule of classes for details.

Parking Fees

Parking fees are collected for the maintenance and improvement of the parking lots and for the control of traffic. Such fees apply to all staff and student vehicles parked on the Santa Maria and Lompoc Valley Center campuses between the hours of 8 a.m. and 10 p.m., Monday through Friday, and 8 a.m. to 4 p.m. on Saturday, when classes are in session. Parking fees will be collected and vehicles registered at the time of class registration. Parking fees may also be collected and vehicles registered at the district cashiers located in building A and at the Lompoc Valley Center Administration Building. Parking permits will be issued at the time parking fees are paid.

- Four-wheel and two-wheel motor vehicles $20
- Additional vehicles $5
- Daily parking permit $1

Daily parking permits are valid for one calendar day and may be purchased from one of the vending machines located near the parking lots.

There is no parking fee at the south side of the Columbia Business Center (CBC), at the Workforce Resource Center (WRC), or at the Vandenberg Air Force Base (VAFB) and Solvang centers. A special no-charge permit is required by the Air Force for entry onto the base. Details are available in the schedule of classes. For more information, contact the Vandenberg AFB Center at 734-3500.

For further information about traffic and parking regulations, students should refer to the Allan Hancock College Parking and Traffic Regulations manual or contact the police department at the Santa Maria campus or at the Lompoc Valley Center.

Waivers/Exemptions

Waivers/exemptions to the above listed fees may be granted under unusual circumstances. Information concerning exceptions to fees or tuition is available at the Admissions and Records and Financial Aid offices.

Textbooks

All students provide their own textbooks. The cost varies according to the programs of study, but usually does not exceed $783 per semester. Supplementary materials for some courses are sold through the bookstore.

Laboratory Breakage

All students enrolled in lab shop courses are required to replace items broken or lost.

Fines

Fines are assessed for lost library materials and for loss or damage to college or associated student body equipment.

Minimum Expenses

In addition to the above, minimum expenses per semester include transportation, medical expenses, clothing, incidentals, meals, and accommodations. Because there are no college dormitories, students should plan to spend $225 to $650 per month for shared housing in the community and $15 to $25 per day for meals.

Obligation for Payment

Tuition of all students, including those whose tuition payments have been deferred, becomes an obligation to the college. Failure to make payments of tuition, fees, or other amounts owed the college when they fall due is considered sufficient cause to 1) bar students from enrolling in additional classes or dropping current enrollment and registering in subsequent terms/semesters; 2) withhold diploma, certificate, or transcript of records; and/or 3) drop students from their existing program if classes have not yet started.

Additional Fees

Information concerning any additional fees which may be mandated will be published widely in the local media prior to registration dates.

REFUND OF FEES

Enrollment, Health, Student Photo ID Card, Student Representation, Student Center, Parking, Physical Education Facilities, and Materials Fees

The enrollment, health, student photo ID card, student representation, student center, parking and, if applicable, the physical education facilities and materials fees are refundable, less the refund processing fee, during the first two weeks of instruction for semester-length classes. For classes two to seven weeks in length, students must drop within four calendar days from the first class session. For one week classes, students must drop no later than the day before class begins. An application for a refund must be completed and submitted to a district cashier. The original white copy of the document stamped Refund Due or Change Due must accompany the application for a refund. Refunds are made in like method to the original payment. Cash refunds are not made by mail. Routine refunds are processed within 45 days.

Canceled Classes

In the event that the college cancels a class for any reason and the student chooses not to re-enroll in any other courses, there are two options for obtaining a refund of fees paid for the course:

1. Apply for the refund by officially dropping the canceled class. The process of obtaining the refund is the same as for voluntary withdrawals, except for the refund deadline. Refunds for classes which are canceled by the college are exempted from the posted refund deadlines but must be submitted by the last day of instruction for the semester in which the refund is due. Please remember that students must officially drop a canceled class at the Santa Maria Admissions and Records office, Lompoc Valley,
Vandenberg AFB, or Solvang centers. A student may drop by US mail if he/she does so by the established deadline. The Drop Card Form is available for download at the AHC website (click Admissions & Records).

2. **Wait for the college to issue the refund.** AHC will make every effort to process the refund request before the end of the current semester. All college-initiated refunds for canceled classes will be mailed to the student as a check.

**Refund Processing Fee**

Refund of the enrollment, health, student photo ID card, student representation, student center, parking, physical education facilities use, and materials fees are subject to a $10 refund processing fee. For any student requesting a refund, unless the class was canceled by the college, a refund processing fee of $10 for residents and $50 for non-residents will be withheld from the refund. If the refund is less than $10 ($50), the college will retain that amount for the processing fee. A maximum of $10 ($50) may be retained each semester.

**Nonresident Tuition**

Students who have paid nonresident tuition and find it necessary to drop individual classes or withdraw from school during the first few weeks of a given semester may apply for a refund. The application must be submitted to a district cashier within the first four weeks of the semester or the first two weeks of a term. The percentage of refund will be determined by the following table.

<table>
<thead>
<tr>
<th>Semester-Length Classes</th>
<th>Term Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before or during the week in which Instruction begins</td>
<td>100 % .......... 100 %</td>
</tr>
<tr>
<td>Second week of instruction</td>
<td>75 % .......... 50 %</td>
</tr>
<tr>
<td>Third week of instruction</td>
<td>50 % .......... 0 %</td>
</tr>
<tr>
<td>Fourth week of instruction</td>
<td>25 %</td>
</tr>
<tr>
<td>After fourth week of instruction</td>
<td>0 %</td>
</tr>
</tbody>
</table>

**Parking Fees**

Parking fee refunds will be given only during the first two weeks of each semester and the first week of term-length classes and summer session to those students who withdraw from all classes. To receive a refund, the student must submit to a district cashier proof of withdrawal, a refund request form, the parking fee receipt, and the parking permit or its remnants.

*Petition for exceptions to the established refund procedures must be submitted to the vice president, student services.*
Student Services

CATALOG
2009-2010

ALLAN HANCOCK COLLEGE
Start here. Go anywhere.
COUNSELING

The counseling program at Allan Hancock College is committed to helping each student develop his or her full educational, career, and/or social potential.

Counseling services are an essential part of the total educational process of the college. The purpose of counseling services is to assist students in achieving their educational goals, including academic, career, and personal development.

The college’s comprehensive counseling program is designed to:

1. assess the academic skill level of students and to assist them in the selection of educational goals and the development of an individual student educational plan (SEP) to achieve those goals.
2. assist students to assess their own aptitudes, abilities, and interests; obtain current and future employment trend information; and develop career and vocational decision-making skills.
3. assist students who are experiencing personal problems interfering with their adjustment to college and provide information on other appropriate services in the community.
4. assist students to identify barriers to academic success and to develop strategies to overcome those barriers.
5. assist students who have been placed on academic and/or progress probation to develop individual plans for improvement of their academic performance.
6. assist students to prepare for transfer to four-year colleges/universities and develop procedures to facilitate their transfer.
7. outreach to potential students in high schools and the community and organize visitations to the college.
8. coordinate and complement the counseling functions of other student support services including services to students with special needs, skill testing, financial aid assistance, job placement, job referrals, and referral to resources in the community.

Counseling services are available to all Allan Hancock College students on an appointment or walk-in basis at the Santa Maria, Lompoc Valley Center, and Vandenberg AFB campuses.

Educational Planning

Allan Hancock College counselors provide a variety of services to assist new and continuing students with their educational planning. These include visiting high schools in the district, coordinating trips to the college by high school students and their counselors, and conducting placement testing and preregistration counseling prior to each semester in order to assist students in selecting appropriate courses in accordance with their stated educational and vocational objectives. In addition, counselors assist students planning to transfer to a four-year college or university by helping them select appropriate courses for their chosen majors, and by counseling them in making the transition from Allan Hancock College to the four-year school. Students, however, must accept full responsibility for their educational objectives and transfer choice.

Personal Development Courses

The personal development courses offered by the Counseling Department are designed to assist new and returning students alike to develop themselves in an environment that is both non-threatening and supportive. The courses will enable the student to learn skills that are applicable not only in the educational setting but for life in general. It is the intent of the program to encourage and to enable students to integrate their academic goals, personal values, interests, skills, and personality in order to meet their personal, academic, and career goals.

Student Athlete Retention

In keeping with Allan Hancock College’s conviction that academics come first, the college operates a Student Athlete Retention Program designed to enhance athlete success in the classroom. The program offers a designated academic coordinator, a dedicated computer lab for student athletes, and a student success course specifically designed for the student athlete. The academic coordinator works closely with the student athlete retention coordinator to monitor academic progress through grade checks and ensure academic eligibility standards are met. The athletic director, college administrators, faculty, academic and retention coordinators, eligibility clerks, and coaches make up a team of committee members who identify needs and outline parameters of this program.

UNIVERSITY TRANSFER CENTER

The University Transfer Center provides valuable information and assistance to students who plan to transfer to a four-year college or university after completing their lower division courses at Allan Hancock College. Counselors are available in the University Transfer Center to assist students with this goal.

The mission of the University Transfer Center is to identify, recruit and motivate students of diverse backgrounds to make well-informed decisions as they navigate the university transfer process and complete a baccalaureate degree and beyond.

University Transfer Centers are available at both the Santa Maria and Lompoc campuses.

Priority Admission Transfer

Transfer can be a complicated process. The Priority Admission Transfer program exists at Allan Hancock College to simplify the process and ensure students a smooth transition to four-year colleges and universities. While some universities offer transfer guarantees, at other colleges it is ultimately the students’ responsibility to successfully complete the correct classes and earn a competitive GPA. Students who follow the P.A.T. plan will earn priority admission consideration during the application process. Students planning to transfer must work closely with a transfer counselor in order to complete the specific guidelines for the Priority Admission Transfer program. The following colleges and universities are included:

- California Polytechnic State University, San Luis Obispo
- California Polytechnic State University, Pomona*
- California State University, Bakersfield*
- California State University, Channel Islands (guarantee)
- California State University, Fresno*
- California State University, Fullerton (guarantee)
- California State University, Monterey Bay (guarantee)
California State University, Northridge (guarantee)
San Jose State University (guarantee)
University of California, Davis (guarantee)
University of California, Irvine (guarantee)
University of California, Merced (guarantee)
University of California, Riverside (guarantee)
University of California, San Diego (guarantee)
University of California, Santa Barbara (guarantee)
University of California, Santa Cruz (guarantee)
Westmont College
Chapman University College, Santa Maria Valley Campus (guarantee)
University of La Verne, Central Coast Center*
Embry Riddle Aeronautical University, VAFB*
Antioch University, Santa Barbara*
Columbia College, San Luis Obispo Center*
* Admits all eligible AHC students

As each participating college or university has specific requirements, students who wish to take advantage of the Priority Admission Transfer program must work with the University Transfer Center to develop and complete an approved course of study.

HEALTH SERVICES

The objective of health services is to promote and preserve the physical and mental health of students. Services include first aid for accidents and illnesses, including over-the-counter medications; blood pressure screening; and referrals to community agencies, doctors, and clinics. To maintain a high level of wellness, health services provides health education, health screenings, health and nutrition counseling, and a variety of campuswide programs. These services are available at the Santa Maria campus and the Vandenberg AFB Center. Services are available at the Vandenberg AFB Center by appointment only. Registered nurses are available during regular posted hours. The primary care clinic at the Santa Maria campus provides a nurse practitioner and physicians to assist students with prescriptions for some medications and laboratory tests. There is no charge for most services.

Mental Health Services

Students who are experiencing personal problems which may be interfering with their adjustment to college may obtain help from college mental health professionals who are available for both individual and group counseling and, when indicated, can act as referral agents and advocates to community agencies.

Confidential services are available in the Health Services office. Students may be seen by appointment or on an emergency drop-in basis. There is no charge for these counseling services.

Student Insurance

Allan Hancock College provides a limited accident insurance policy for students during their hours on campus or while they are participating in a college-sponsored activity or sport. Health Services provides information brochures for health insurance policies that students may purchase.

FINANCIAL ASSISTANCE PROGRAMS

Allan Hancock College recognizes that many students will need financial help in order to attend school. The money that is available comes from several sources: the federal government, state government, lending institutions, Allan Hancock College, and the community. Financial assistance comes in the form of grants, loans, scholarships, and/or work study assignments. A general description of each program follows. The Financial Aid office will provide additional information and applications to anyone interested. Informacion de la ayuda financiera y aplicaciones son disponible en español.

GRANT PROGRAMS

Board of Governors Financial Assistance Program

California community colleges provide Board of Governors Fee Waiver (BOG-FW) for students who need assistance paying enrollment fees. California residents may be eligible for a BOG-FW if any one of the following criteria is met:

1. already qualified for financial aid, such as a Federal Pell Grant or Cal Grant; or
2. student or family are receiving CalWORKS, SSI (Supplemental Security Income), or General Assistance/General Relief; or
3. meet prescribed low-income standards.

Dependents of deceased or disabled veterans who are eligible for benefits under the California Veterans Dependents Educational Assistance program can also have their fees waived with a BOG-FW.

Once granted a BOG-FW, enrollment fees will be waived for the academic year (summer, fall, and spring semesters), whether taking one class or a full-time load. Any student who receives a BOG-FW will automatically qualify for a waiver of the student center fee.

Federal Pell Grants

The Federal Pell Grant Program is the largest federal student grant program. Pell Grants provide financial aid to which aid from other sources may be added. A student must qualify financially and be in an eligible program in order to receive this grant. Eligibility for a Pell Grant is determined by the federal government according to a formula developed by the U.S. Department of Education and approved annually by Congress.

Federal Supplemental Educational Opportunity Grants (F.S.E.O.G.)

The Federal Supplemental Educational Opportunity Grant Program is designed to supplement other sources of financial aid for students who qualify for additional assistance. These grants range from $200 to $600. All students who apply for financial aid are automatically considered for the Federal Supplemental Educational Opportunity Grant as long as funds are available.

Cal Grants A, B, C (State Grants)

These are three state grant programs available through the California Student Aid Commission. To qualify for a Cal Grant A, B, or C, a student must be a U.S. citizen or an eligible noncitizen, a permanent resident of this country, and a California resident. A student may accept only one Cal Grant.
Cal Grant A

Cal Grant A helps low and middle-income students with tuition/fee costs. Grant recipients are selected on the basis of financial need and grade point average. The grant may be held in reserve for students who attend a public community college until transfer to a four-year college. To be eligible for a new (first-time) Cal Grant A, a student may not have completed more than six semesters, or nine quarters of college study, and must enroll at least half-time.

Cal Grant B

Cal Grant B provides a living allowance (and sometimes tuition/fee help) for very low-income students. No minimum grade point average is required for assistance; however, preference is given to students showing high potential for success. Nearly all Cal Grant B awards are available only to students who have completed less than one semester of full-time or 16 units of part-time study. There are a limited number of Special Cal Grant B awards authorized for community college students transferring to four-year colleges. To be eligible for this special award, an applicant may not have completed more than six semesters or nine quarters of college study.

Cal Grant C

Cal Grant C helps vocational school students with tuition and training costs. Training-related costs include special clothing, tools, equipment, books, supplies, and transportation. Recipients must be enrolled in a vocational program at a community college, independent college, or vocational school, in a program of study from four months to two years in length. This program is intended to provide training in areas of manpower need. In California, these include computer science, electronics, health science, nursing, retailing, and agriculture.

Extended Opportunity Programs and Services (EOPS) Grant

This state-funded program offers academically and educationally disadvantaged students "over and above" services in academic counseling, extra tutoring, peer advising, and other ongoing support services to assist students in attaining their educational goals. Financial assistance for books and child care are also available for those who qualify.

Law Enforcement Personnel Dependent Scholarships

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (Highway Patrol, county sheriffs, and correctional officers) who have been killed or totally disabled in the line of duty. The death or disablement must have been the result of an accident or injury caused by external violence or physical force, incurred in the performance of duty. Grants range from $100 to $1,500 per year with a maximum of $6,000 in a six-year period. Write directly to the Student Aid Commission, 1410 Fifth Street, Sacramento, CA 95814 for application materials.

Aid for American Indians

The Bureau of Indian Affairs provides federal grants to assist in meeting the costs of attending college. In order to qualify, the student must be at least one-fourth Native American, Eskimo, or Aleut, must enroll full time, and must show financial need.

FINANCIAL AID ACADEMIC PROGRESS STANDARDS

Federal financial aid regulations require that a school establish satisfactory academic progress standards for students applying for, or receiving financial aid. These regulations require that the financial aid office review all periods of a student's enrollment history, regardless of whether financial aid was received, to determine if a student is making academic progress towards an educational goal. Progress will be evaluated at the end of the summer, fall, and spring semesters by the standards listed below. All periods of enrollment will be evaluated regardless of whether or not financial aid was received.

1. Grade Point Average (GPA)

Students must maintain a minimum 2.00 GPA. Courses completed with grades of A, B, C, D, or P will be considered acceptable for satisfactory academic progress. Courses completed with F, I, NP, W, or RD will not be considered acceptable for satisfactory academic progress. Students who receive all W or NP notations will be considered to have a 0.00 GPA for that semester. Even though a D is considered a passing grade, the total GPA must not fall below 2.00 for each semester. P grades will be assigned the equivalent value of a 2.00 GPA.

Transfer students who are first-time applicants at Allan Hancock College must have an entering minimum cumulative 2.00 GPA. Students enrolled at Allan Hancock College for more than two years (60 units attempted) must have a minimum cumulative GPA of 2.00 at the end of the second year to continue eligibility for financial aid.

a. Probation For Not Meeting GPA Standard

Students who do not meet the GPA standard will be placed on probation for one semester and will be notified in writing. Financial aid funding will be continued during the probationary semester. If the GPA standard is not met again while on probation, financial aid will be canceled. A student may remove probation status by completing a minimum of six units with a 2.00 GPA. The student must submit a copy of his or her grades showing courses completed along with a written request to the Financial Aid office.

b. Reinstatement

Students who are canceled for not meeting the semester GPA minimum standard of 2.00 will be eligible for reinstatement when at least six units, with a GPA of 2.00 or better, have been completed without financial aid. To be reinstated, the student must submit a copy of his or her grades showing courses completed along with a written request to the Financial Aid office. Only one reinstatement will be permitted.

c. Appeals

Appeals may be filed for not meeting GPA standard based on the following:

- Medical problems
- Family emergency
- Other extenuating circumstances
An appeal petition may be obtained from the Financial Aid office. The student is responsible for presenting sufficient information and documentation to substantiate the existence of mitigating circumstances. The Financial Aid Appeals Committee will review the appeal. Written notification will be mailed once a decision is reached. The appeals committee is the final decision authority in the appeals process.

2. Progress Towards Educational Objective (Duration)

Students are expected to complete a financial aid educational objective [certificate, degree and/or transfer requirements(s)] within 150 percent of the number of units specified on the initial Student Education Plan (SEP).

For example, if the SEP indicates that at least 60 units need to be completed, 90 units may be attempted. A student's allotted sessions will be based on full-time enrollment but can be pro-rated to accommodate students who attend half-time or three-quarter time. All units from Allan Hancock College and previously attended colleges will apply toward duration regardless of whether or not financial aid was received.

Students are required to complete a minimum cumulative number of units per academic year based upon enrollment status. The number of units attempted each semester determines enrollment status as follows: 12 or more units is full-time, 9 to 11.5 units is three-quarter time, 6 to 8.5 units is half-time, and .5 to 5.5 units is less than half-time. The academic year starts with summer followed by the fall and spring semesters.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>1 yr.</th>
<th>2 yr.</th>
<th>3 yr.</th>
<th>4 yr.</th>
<th>5 yr.</th>
<th>6 yr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>20 units</td>
<td>40 units</td>
<td>60 units</td>
<td>60 units</td>
<td>60 units</td>
<td>60 units</td>
</tr>
<tr>
<td>Three-quarter-time</td>
<td>15 units</td>
<td>30 units</td>
<td>45 units</td>
<td>60 units</td>
<td>60 units</td>
<td>60 units</td>
</tr>
<tr>
<td>Half-time</td>
<td>10 units</td>
<td>20 units</td>
<td>30 units</td>
<td>40 units</td>
<td>50 units</td>
<td>60 units</td>
</tr>
</tbody>
</table>

Less than half-time students must complete more than 75 percent of units attempted.

a. Probation For Not Meeting Cumulative Units Standards

Students not meeting these standards will be placed on cumulative unit probation for one academic year and will be notified in writing. Financial aid funding will be continued during the probationary period. Financial aid will be canceled if the progress standard is again not met. Students who are on probation due to not meeting the cumulative minimum unit requirement will only receive one probation at Allan Hancock College.

b. Reinstatement

A student may be reinstated when cumulative unit standards have been met. To be reinstated, the student must submit a copy of all grades showing courses completed along with a written request to the Financial Aid office.

c. Appeal

An appeal may be filed for not meeting cumulative unit standards based on the following:

- Medical problems
- Family emergency
- Other documented extenuating circumstances

3. English as a Second Language (ESL)

These courses are eligible for funding if recommended by an Allan Hancock College counselor.

4. Remedial/Special Instruction Courses

These courses must be recommended by an Allan Hancock College counselor. A maximum of 30 total units will be eligible for funding.

5. Course Repetition

Financial aid will pay for repeated courses that are approved according to the general college course repetition policy.

6. Nursing Students

Students who are completing prerequisites for admission to the LVN/RN program(s) will be given eligibility to complete these prerequisites along with general educational requirements. Upon acceptance into the LVN/RN program(s), students must submit a copy of their acceptance letter for re-evaluation.

Financial Aid Repayment and Refunds

Students who are eligible for federal Title IV financial aid such as Federal Pell Grant or FSEOG may be required to repay all or a portion of those funds if the student withdraws from all courses during a semester. Students who are considering withdrawing from all classes should contact the Financial Aid office regarding further information on the federal repayment and refund policy.

EMPLOYMENT

Federal College Work Study Program (FWS)

This program offers students with financial need the opportunity to earn a portion of their financial aid award and gain valuable work experience. Job Placement Career Services will assist eligible students in locating a job either on or off campus. Students are encouraged to find their own placement related to their major. Students will be paid at least the federal minimum wage.

SCHOLARSHIPS

General Scholarship Program

Scholarships are awarded annually by the Allan Hancock College Foundation. A single scholarship application qualifies the student applicant to be considered for various scholarships. Individuals, associations, and businesses help strengthen educational opportunity for students by supporting the foundation's scholarship program. The students and the donors are recognized at the annual scholarship awards banquet in May.

Applications are available in early fall on the Allan Hancock College Foundation’s website at www.ahcfoundation.org and from the Financial Aid office. The application deadline is mid-November. Awards typically range from $500 to $5,000. Selection is made by members of a scholarship committee, with...
representation from college faculty, counselors, staff, and the foundation. Scholarships are available to students continuing at Allan Hancock College and to students transferring from Allan Hancock College to four-year institutions the following fall semester. Notification of awards occurs in May and funds become available in the fall upon meeting funding guideline criteria. Further information is available through the Financial Aid office, 922-6966 ext. 3216.

**LOANS**

**Federal Robert Stafford Loan Program**
The Federal Stafford Loan Program enables students to borrow funds from banks and other lending institutions to help meet college costs. Loans are processed by the college and approved by a participating lending agency. A student must first apply for a Federal Pell Grant before eligibility for a Stafford loan can be determined. The Stafford loan repayment date is based on the anticipated completion date (or graduation date). Borrowers are usually entitled to a six-month grace period before repayment begins. The grace period starts on the student's anticipated completion date or when the student leaves school or drops below half-time status.

**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)**
The Extended Opportunity Programs and Services (EOPS) is a state-funded program which offers "over and above" support services and financial assistance to educationally and economically disadvantaged students to help them succeed in college. Students receive assistance with academic counseling, cash grants, registration, and the completion of the Free Application for Federal Student Aid (FAFSA) paperwork. Eligible students may receive extra hours of tutoring, limited textbook loans; peer advising sessions; and are invited to attend workshops, and annual social and cultural activities.

To be eligible for EOPS, a student must:

1. complete a Free Application for Federal Student Aid (FAFSA)
2. meet EOPS income and educational criteria as determined by EOPS staff

Applications may be obtained by contacting the Santa Maria campus EOPS office located in building A, the Lompoc Valley Center EOPS office, or from the EOPS website at [www.hancockcollege.edu](http://www.hancockcollege.edu). Bilingual services are provided.

**Cooperative Agencies Resources for Education (CARE)**
This program is designed to assist single parents receiving public assistance with supportive services and financial assistance to pay for child care and transportation costs. To qualify, a student must be EOPS eligible.

**CALWORKS SERVICES**
The college's CalWORKs program offers supportive services to students currently receiving cash assistance through their county's CalWORKs program. These supportive services are designed to assist students to obtain the educational level they need to transition off of welfare and ultimately achieve long-term self-sufficiency. Available services include: new student orientation class; new student intake and service coordination; career assessment and education planning; short-term classes and programs to develop or enhance job skills; referrals for child care and child care voucher program; work-study opportunities; monitored study labs; tutoring; and a limited textbook lending library. The CalWORKs program is located in building A, 922-6966 ext. 3214 or at the Lompoc Valley Center, room 2-113 ext. 5247.

**WORKFORCE RESOURCE CENTER**
Allan Hancock College offers a variety of credit and noncredit classes at the Workforce Resource Center which are designed to increase job skills. The center is located at 1410 South Broadway and houses multiple community agencies that provide assessment of client needs, career and job search information, and links to employment and training opportunities, all at one location. In addition to training, Allan Hancock College provides services in financial aid, registration, and work search assistance. Students who need assistance in determining career goals, resume development, and work search assistance can visit the on-site Career Lab, which is an open-access lab staffed by trained professionals. The lab provides access to computers, software, Internet resources, periodicals, videos, and equipment for distance learning.

**JOB PLACEMENT CAREER SERVICES**
Job Placement Career Services at Allan Hancock College is committed to serving a diverse student population by providing information about job opportunities and referrals to employers, and by maintaining resources to help students make sound career decisions. A listing of part-time and full-time positions, on campus and in surrounding communities, is available online. Students are assisted with developing effective resumes, pre-employment testing, and preparing for the interview. Completion of the online orientation to services is required. Additionally, students have the opportunity to expand self-knowledge through the use of career assessment software, current occupational information and related reference materials. The Job Placement Career Services staff are available for advising and referrals at the Santa Maria and Lompoc Valley Center campuses. For assistance in Santa Maria, call 922-6966, ext. 3374; in Lompoc, call 735-3366, ext. 5374.

**POLICE DEPARTMENT**
It is the mission of the Allan Hancock College Police Department to serve the community, safeguard lives and property, and maintain an environment in which learning can take place. To fulfill this mission, the police department provides a variety of public safety services for students, faculty, and the community. The police department is staffed by state-certified police officers, clerical and dispatch staff, student parking control and security workers, student clerks, and volunteers. The police officers have full peace officer status. Police officers patrol the campus and surface streets in marked and unmarked police vehicles, enforcing the laws of the state of California and all ordinances of Allan Hancock College. Police and public safety services include crime prevention, lost and found property control, emergency/disaster management, crime and accident investigation, parking control, and security escort services. To contact the Santa Maria campus, call 922-6966 ext. 3652 (business, evenings or weekends); or ext. 3911 (emergency). To contact the Lompoc Valley Center, call 922-6966 ext. 5652 (business, evenings or weekends); or ext. 5911 (emergency).

The Allan Hancock College Police Department has entered into Memorandum of Agreements with both the Santa Maria Police Department and the Lompoc Police Department for coverage of the campuses after hours, weekends and holidays. These Memorandums of Agreement also provide...
additional police support for specialized and complex investigations, and additional staffing responses for large scale incidents.

To request police assistance in an emergency, push the preset campus police button located on all Santa Maria campus pay phones. Emergency call boxes at the Lompoc Valley Center are located in various parking lots with preset campus police buttons.

All criminal activity should be reported immediately to the Allan Hancock College Police Department so that an investigation can be initiated.

The Allan Hancock College Police Department uses the AlertU system to notify subscribers of emergency situations on campus. AlertU is an emergency mobile alerting system that sends a text message to the subscriber's cell phone in cases of emergency. The Allan Hancock College Police Department encourages all students, faculty and staff to subscribe to the AlertU system by texting To: "253788," Message: "AHC," and reply "Y," or sign up via the web at http://www.alertu.org/ahc.

Penal Code Section 290.01, effective October 28, 2002, requires persons classified as serious and high-risk sex offender registrants to register with the campus police each fall and spring semester. Questions should be directed to the Allan Hancock College Police Department, 922-6966 ext. 3652.

TRAFFIC REGULATIONS

The speed limit on the Santa Maria and Lompoc Valley Center campuses is 25 miles per hour. The speed limit on the Santa Maria South Campus is 15 miles per hour.

Staff may park in yellow and white zones. Students may park in white-lined stalls only.

PARKING REGULATIONS

Parking permits are required when classes are in session for all vehicles, including those displaying disabled placards, parked on the Santa Maria campus, South Campus and at the Lompoc Valley Center between the hours of 8 a.m. and 10 p.m., Monday through Friday, and 8 a.m. to 4 p.m. on Saturday. Students may park in white-lines stalls only.

Permits may be purchased via the mail by completing a vehicle registration form and mailing it, along with payment and a self-addressed stamped envelope, to: Allan Hancock College, Attn: District Cashier, 800 S. College Dr., Santa Maria, CA 93454. Permits may also be purchased at In-person registration when associated with a registration transaction only. During In-person registration and after registration, permits are available on the Santa Maria campus from the district cashiers, Student Services building A, 8 a.m. to 6 p.m., Monday through Thursday, and Friday 8 a.m. to 4 p.m. During registration periods, cashier hours and location are subject to change. Hours and location will be posted at the windows. At the Lompoc Valley Center, parking permits may be purchased at the administration office 8 a.m. to 8:30 p.m., Monday through Thursday, and 8 a.m. to 3:30 p.m., Friday.

One-day permits may be purchased for $1 from one of the vending machines located near the parking lots on the Santa Maria campus and at the Lompoc Valley Center. Students may park in white-lined stalls only.

Parking regulation information is also available at registration or through the Allan Hancock College Police Department.

CAMPUS CHILDREN’S CENTER

Building J on the Santa Maria campus houses the Children's Center and Family and Consumer Education, which provides quality care for infants and preschoolers between three months and five years of age. The center serves as the lab school for Early Childhood Studies students who assist the credentialed staff in providing an enriched learning environment designed to foster social, emotional, physical, and cognitive growth for young children. The Children’s Center is open Monday - Friday, 7:45 a.m. to 4:45 p.m.

The philosophy of the program is to provide each child with the tools and the opportunity to be actively involved in the learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue his/her own interests. As an integral part of the Early Childhood Studies program, the center provides a multicultural, antibias inclusion approach where children have the opportunity to experience differences in gender, race/ethnicity, abilities, learning styles, and individual needs.

The Children’s Center is available to student parents enrolled in nine or more units during fall and spring semesters, six or more units during summer session, and/or CalWORKs or Title V participants. Limited staff spaces are available. Applications from student parents taking less than the minimum units are accepted on a space-available basis. An orientation session is required prior to enrollment. For further information, contact the center director at 922-6966 ext. 3569.

LIBRARY/Academic Resource Center

Building L on the Santa Maria Campus houses the Library and the Academic Resource Center (ARC). On the first floor of the ARC are the Ann Foxworthy Gallery, Tutorial Center, Writing Center, and Open Access Computer Lab. On the second floor are faculty offices, classroom L203, and Multimedia Services including the Teacher Learning Center. At the Lompoc Valley Center, the Jacoby Library houses Tutorial Services and the Open Access Computer Lab.

The library collections include over 70,000 books, AV materials, journals and magazines. Online resources include the library catalog and electronic versions of books, journals, magazines, and reference works. The libraries also have wireless and Internet access for research. Students may request materials from either library and have them delivered free to any campus center. For more information, call 922-6966, ext. 3322 for Santa Maria or ext. 5322 for Lompoc.

The Tutorial Center in the ARC provides free peer tutoring for many of the academic and vocational courses offered by the college. Tutoring can be one-time only or ongoing through the semester, and online tutoring is available. VAFB students can receive assistance at the Lompoc Valley Center. Employment opportunities are available for qualified students who wish to serve as tutors. Tutors are trained through enrollment in a one-unit credit course, PD 120. They may also qualify to receive tutor certification from the College Reading and Learning Association. For more information, call 922-6966, ext. 3260.

The Open Access Computer Lab (OACL) provides computer access to registered AHC students who present an ID card. Students may use the Internet for research and word processing, spreadsheet, database management and presentation software, as well as programs required in specific classes. For more information, call 922-6966, ext. 3751.
DISTANCE LEARNING

Blackboard is the courseware used by most instructors for online distance learning. To enroll in an online distance learning course, student must have direct personal access to the Internet and a current, valid e-mail account (free Web-based accounts like G-mail are fine). Students must complete their own work and not work with or through other parties, except in the case of students with disabilities. Students are welcome to use the Open Access Computer Labs at both the Lompoc and Santa Maria campuses for Blackboard access, provided they have a current student ID card.

Allan Hancock College complies with the TEACH Act, a federal copyright law. Some materials used by college faculty in distance learning courses are subject to copyright restrictions. Students may not download and retain or redistribute these materials. For additional information, please contact the online instructor.

Personal security is as important for online students as it is for students who take classes on campus. Allan Hancock College does not restrict enrollment, and by law must admit all qualified students. Students should not share personal information, including phone numbers or addresses, with other online students they do not know. Additional advice about maintaining personal security in an online class can be provided by online instructors.

For more information on distance learning at Allan Hancock College, please call 922-6966, ext. 3320, or visit the distance learning link at: www.hancockcollege.edu/DistanceLearners/.

TUTORIAL SERVICES

The Allan Hancock College Tutorial Center in the Academic Resource Center, room 101 at the Santa Maria campus provides free peer tutoring for most of the academic and vocational courses offered by the college. Students may seek one-time only or ongoing assistance at any time during the semester. Online tutoring is available. Faculty members may also refer students who need and desire help to the Tutorial Center. The LVC library houses the Lompoc tutorial services. Vandenberg AFB students receive assistance through the Lompoc Valley Center.

Employment opportunities exist for qualified students who wish to serve as tutors. Applications are available at either Tutorial Center. Tutors will receive training by enrolling in a 1-unit credit course, PD 120, Effective Tutoring. Students may receive tutor certification from the College Reading and Learning Association by successfully completing PD 120 plus 25 hours of tutoring, or they may receive advanced tutor certification by successfully completing PD 120 plus 50 hours of tutoring.

COMPUTER RESOURCES CENTER

The Computer Resources Center, located in building K, provides PC computers for use by students and faculty in the instructional processes of the curriculum. Class orientations and class visits can be arranged. Individual use of the computers and instructional software is supported by faculty and staff who will assist with the use of this technology in the learning process.

LEARNING ASSISTANCE PROGRAM (LAP) - (DSPS- Disabled Student Programs and Services)

The Learning Assistance Program (LAP) provides assistance to students with permanent and temporary disabilities who have special needs related to campus life and the completion of a college degree or certificate program. Through a variety of services, students with verified disabilities receive assistance in achieving their individual educational and vocational goals. Students with disabilities who are eligible to attend a community college may voluntarily use these services, thereby providing them with equal educational access in compliance with federal and state laws, including Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Title V of the California Education Code.

The Learning Assistance Program provides individualized support services for students with learning, psychological, physical, speech, communication, and other disabilities as prescribed by the learning assistance program specialists and counselors. The LAP operates a high technology computer center that provides students with disabilities an opportunity to train on adaptive hardware and software.

Students who have need for alternate media such as Braille, large print, or electronic text must contact the Learning Assistance Program to complete the process for requesting such materials. In some instances, satisfying a request by a student to receive instructional materials in an alternate media may require the college to obtain electronic text from the publisher or manufacturer of the instructional materials pursuant to California Education Code Section 67302. In such cases, a completed alternate media request form and the necessary documentation must accompany the accommodation request. Requests for materials in alternate format will be considered on a case-by-case basis. Students requesting materials in electronic text must own a physical copy of the textbook or course materials.

Students with learning disabilities who may experience specific difficulties with reading, oral or written expression, comprehension, and/or arithmetic computations receive individual testing, diagnosis, instruction, and support services. To inquire or receive a free brochure, call 922-6966 ext. 3274 or 735-3366 ext. 5274. (Voice) or 928-7834 (TDD)

Accommodating the Academic Needs of Students with Disabilities

The fundamental principles of nondiscrimination and accommodation in academic programs are set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 (ADA). Section 504 of the Rehabilitation Act of 1973 mandates that academic adjustments be made to individuals with physical, mental, or learning disabilities while the Americans With Disabilities Act mandates that persons with disabilities shall have full access to services and programs available to the general public.

All instructors must give due consideration to adults who are disabled and have documentation of the disability. Reasonable accommodations are made to compensate for the disabling condition. Such accommodations may include taped textbooks, alternative testing arrangements, course waivers, course substitutions, and/or modified assignments. Accommodations are determined on a case-by-case basis.
Students with additional questions regarding Section 504 or ADA and reasonable accommodation issues may contact the Learning Assistance Program, building 1, or call 922-6966 ext. 3274.

Reasonable Accommodations

In compliance with state and federal requirements, it is the policy of the Allan Hancock College to provide reasonable accommodations for students with disabilities. Reasonable accommodations are those services that allow an individual with a verified disability to compensate for an impairment which limits one or more major life activities. Reasonable accommodations include, but are not limited to, course waivers, extension of time for tests, sign language interpreter services, notetaker services, specialized tutoring, substitution of specific courses required for the completion of degree requirements, adaptation of the manner in which specific courses are conducted, or other services as specified in Title 5, Section 56026.

Allan Hancock College cannot grant a substitution that is inconsistent with Title 5 regulations nor can it ensure that a substitution granted by the college will be accepted by another institution.

A student with a verified disability shall follow the reasonable accommodations procedures set forth by the district.

Procedure to Request Reasonable Accommodations

A student with a verifiable disability may request academic adjustments/reasonable accommodations including, but not limited to, extension of time for tests, alternative environments for testing, and alternative methods of course delivery.

Step 1 The student shall meet with the instructor, present verification of a disability and request reasonable accommodations, or an LAP staff member, acting on behalf of the student, shall meet with the instructor and request reasonable accommodations for the student. If reasonable accommodations are satisfactorily provided for the student, the request process is completed.

Step 2 If the instructor refuses to provide reasonable accommodations, the student shall inform the LAP director or his/her designee, in writing, of the instructor's decision. Within five (5) working days or as soon as practical after being notified, the LAP director or designee shall meet with the instructor to try to resolve the matter. If reasonable accommodations are provided, the reasonable accommodation request process is completed.

Step 3 If the LAP director or designee is not able to resolve the matter, he/she will, within five (5) working days or as soon as practical after the meeting with the instructor, submit to the administrator of the area a written request for a resolution. The written request for a resolution shall contain pertinent information such as the student's name, nature of the request, an analysis of the situation, reasons given for refusal to provide the accommodation and names of all individuals who may have relevant information that has bearing on the request.

In accordance with Title 5, Section 56027, the 504 coordinator may render an interim decision pending final resolution.

Step 4 Within five (5) working days, or as soon as practical from the date of notification, the administrator of the area will convene a meeting with the department head, LAP director and/or appropriate LAP specialist, instructor, appropriate staff member(s) and the student to try to resolve the disagreement. Within three (3) working days after this meeting, or as soon as practical, the administrator of the area shall submit written notification of the outcome of the meeting to the vice president, student services; the vice president, academic affairs; the LAP director; the faculty member; the department chairperson and the student. If reasonable accommodations are provided, the process is completed.

If appropriate, the vice president, student services, or the vice president, academic affairs, may request review of the matter with the President's Cabinet to try to seek resolution.

Course Substitution or Waiver

Allan Hancock College recognizes that a disability may preclude a student from completing AA or AS degree or program certificate course requirements in the same manner expected of non-disabled students. The district also recognizes the need to accommodate students without compromising a disabled student's course of study or degree, and without compromising the integrity of the college's programs.

Allan Hancock College intends for all of its graduates to master the competencies required by Title 5 and to complete the courses required for an AA or AS degree or a program certificate. The district recognizes that most disabilities which preclude a student from completing a course can be overcome by altering the method of course delivery and providing a combination of appropriate accommodations, such as tutorial assistance, auxiliary aids, test accommodations, or other reasonable accommodations.

For some disabled students, such accommodations will not be sufficient to enable them to complete a specific course of study. For these students, a course substitution or waiver will be considered. If a student with a verified disability has attempted to complete the course and has demonstrated that receiving extra help with a required course or altering the means of delivery of that course is insufficient to enable him/her to complete the course, or if the student can show that his/her disability is of such magnitude that any attempt at completing the course would be futile, the student may request a course substitution or waiver using the following procedure:

Step 1 The student will submit a completed Course Substitution/Waiver Petition form to the chairperson of the appropriate department.

Step 2 The chairperson of the department will review the petition and determine if a course substitution or waiver of program requirement(s) is appropriate and approve or disapprove the petition.

Step 3 If the student is not satisfied with the decision of the department chairperson and wishes to pursue the matter further, the student will submit the petition to the Course Substitution/Waiver Committee (CSWC). This committee is composed of the vice president, student services (who chairs the committee), two faculty members appointed by the Academic Senate and one student appointed by the ASBG. The CSWC will hold a hearing to review the petition within 15 regular session days of receiving the student's petition. If additional days are needed, the superintendent/president may authorize an ex-
tension beyond the time limit of 15 days. If additional time is needed by the CSWC or the student, the superintendent/president may grant an extension of time beyond the 15 day limit. The student and appropriate department representative(s) shall attend the hearing. The committee may request the attendance of resource persons, if needed.

Step 4 This committee will review the student's petition and make a recommendation to substitute a course for a required course only if the committee determines that the content of the required course can be reasonably met with another course (substitution) and that the student has no chance of successfully completing the required course even with all the accommodations the college can offer. A waiver will only be considered when the student has no chance of successfully completing the required courses and there are no viable alternatives as determined by the CSWC.

Step 5 Within five regular session days, or as soon as practical after the hearing, the chairperson of the CSWC will submit the CSWC's recommendations based on its findings to the superintendent/president. A copy of the recommendations will be forwarded to the student and the department chairperson.

Step 6 Within ten regular session days, or as soon as practical after receiving the written recommendation(s) of the CSWC, the superintendent/president will issue a decision.

Student Grievance Rights

If the issue is not resolved to the satisfaction of the student, the student has a right to file a formal complaint concerning any allegation of failure to comply with the laws, regulations and procedures, as set forth in Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 1974), Title 5 and the Americans with Disabilities Act of 1990. Complaints shall be processed through the existing college formal discrimination complaint procedures Board Policy 3010, Staff Diversity/Affirmative Action Policy. For ADA complaints, contact the ADA/504 Coordinator, at 922-6966, ext. 3380.

VETERANS AFFAIRS

The Veterans Affairs office acts as liaison to the Veterans Administration and assists veterans and their dependents in reaching their educational goals. Below are the current programs available to eligible veterans, service persons, and dependents seeking assistance for education. Active duty personnel are reimbursed only for actual tuition and fees.

New G.I. Bill All Volunteer Force Education Assistance Program, "Montgomery Bill" (Chapter 30)

To be eligible, students must have begun service July 1, 1985 or after, served two or three years of continuous active duty, have a high school diploma or equivalent, contributed $100 per month for the first 12 months of service, and have an honorable separation.

VA Vocational Rehabilitation Program (Chapter 31)

To be eligible, a veteran must have a 20 percent or more service-connected disability.

Veterans Educational Assistance Program (VEAP) (Chapter 32)


Post-9/11 G.I. Bill (Chapter 33)

To be eligible, a student must have served at least ninety aggregate days on active duty after September 10, 2001 and be still on active duty, honorably discharged, retired or released from active duty for further service in a reserve component. A student may also be eligible if he/she was honorably discharged from active duty for a service-connected disability and served thirty continuous days after September 10, 2001.

Dependents G.I. Bill (Chapter 35)

To be eligible, a student must be the child or spouse of a veteran who died while on active duty or who has a service-connected disability rated at 100 percent total and permanent.

Disabled Veterans' Dependents College Fee Waiver

Students may qualify to receive a waiver of state college tuition and registration fees administered by the California Department of Veterans Affairs (CDVA):

1. The spouse, child, or unmarried widow of a veteran who is totally service-connected disabled (100 percent) or died of a service-related death may qualify. The veteran must have served during a qualifying war period and be honorably discharged. This program does not have an income limit. The student may also receive federal education benefits (Chapter 35) concurrently.

2. The child of a veteran who has a service-connected disability (zero percent or greater) or died of a service-related death may also qualify for a waiver of fees. Students are required to meet the annual income limit which includes the student's reportable income and the value of support provided by the parents which cannot exceed $7,000 annually.

3. Any dependent, or surviving spouse who has not remarried, of any member of the California National Guard, who in the line of duty, and while in the active service of the state, was killed, died of a disability resulting from an event that occurred while in the active service of the state, or is permanently disabled as a result of an event that occurred while in the active service of the state. "Active service of the state," for the purposes of this subdivision means a member of the California National Guard activated pursuant to Section 146 of the Military and Veterans Code.

Selected Reserve Education Assistance Program (Chapter 1606)

To be eligible, a reservist must have enlisted or re-enlisted for six or more years in the Selected Reserves after July 1, 1985, have a GED or high school diploma, and completed the IADT and 160 days of service in the reserves.

Initial applicants must provide county-recorded copies of all DD 214’s showing the character of separation. Chapter 30 applicants who have old G.I. Bill eligibility must also provide county-recorded documents of marriage and birth certificates for all dependent children. Applicants should allow at least two months for the VA to process an initial claim, and are advised to be prepared for financial emergencies.
STUDENT GOVERNMENT AND ACTIVITIES

Student government at Allan Hancock College is a vital instrument of the student body, providing a means by which a responsible student body may manage its own affairs, and affords an avenue of communication for student opinions and recommendations. Participation offers the student an opportunity to enrich his or her college experience by participating actively in campus activities and to develop qualities of leadership and cooperation while working with students, faculty, and administration in a variety of situations.

The concerns of the student government are many and they encompass a wide variety of services which touch every student. There are student representatives on a number of campuswide governance and policy making committees.

The Student Government is the executive arm of the Associated Student Body. Members of the Associated Student Body Government (ASBG) strive to increase communication between the administration, the faculty, and the students. The Student Government provides an organized channel for support of major campus events. ASBG elections are held in the spring, but petitions may be submitted in the fall for unfilled offices and committee appointments. Student Government meetings are scheduled throughout the semester and are open to the public. The current schedule for these meetings can be found on the college website under ASBG.

Clubs and organizations are an integral part of campus life at Allan Hancock College. Active clubs on campus include:

- AHC Live Arts Club
- Alpha Gamma Sigma-Aquarius (AGSA)
- Associated Degree of Nursing Programs Club (ADNP)
- Black Student Union
- Dental Assistants of the Future
- Intervarsity Club
- Mathematics, Engineering, Science Achievement Club (M.E.S.A.)
- Society for the Advancement of Chicanos and Native Americans in Science (SACNAS)
- Tastemakers Club
- The Dream Club
- Unidad Popular Benito Juárez (UPBJ)
- Viticulture/Enology Club

SEMESTER ABROAD

The importance of international education in a global society is well recognized. Students seeking to add that perspective to their education may enroll in classes through the Central Coast Study Abroad Consortium. Credits earned may be applied toward an associate and baccalaureate degree. Programs currently include study opportunities in Spain, France, Africa, Czech Republic, Germany, Chile, and Argentina.

ATHLETICS

Allan Hancock College is a member of the Western State Conference and competes in the California Community Colleges System in athletics under the direction of the Commission on Athletics.

The college provides a wide range of intercollegiate sports for both men and women. Men's sports include baseball, basketball, cross country, football, golf, soccer, tennis, and track and field. Women's sports include basketball, cross country, golf, soccer, softball, tennis, track and field, and volleyball.

To be eligible for intercollegiate sports, athletes must be enrolled in 12 units of class work. At least nine of the 12 units shall be attempted in courses counting toward the associate degree, remediation, transfer and/or certification as defined by the college catalog, and are consistent with the student athlete's educational plan. To remain eligible in subsequent semesters, students must satisfactorily complete 24 units with a 2.0 grade point average between seasons of competition. Of the 24 semester units, 18 units shall be consistent with the criteria listed above. Questions on athletic eligibility should be referred to the athletic eligibility technician in the Admissions and Records office or to the associate dean, health, physical education and athletics.

Equity in Athletics Disclosure Act

Under the Equity in Athletics Disclosure Act of 1994, Section 360B of Pub.L. 103-382, Allan Hancock College must provide specific information about its athletic programs for inspection by students, prospective students, and the public by October 15 of each year for the previous reporting year. Such information is available in the health, physical education and athletics office, building N.

MESA PROGRAM

The Mathematics, Engineering, Science Achievement (MESA) Program grant is funded by the California Community College Chancellor's Office. MESA provides academic support to financially and educationally disadvantaged students majoring in math-based disciplines who plan to transfer to four-year universities. MESA services include tutoring, academic excellence workshops, a student study center, industry and university field trips, mentoring, career professional development and transfer advising. Students who meet the criteria established by the state MESA grant are eligible for the program. To apply, visit the MESA center located in building W, room 21.

TITLE V El Colegio de Aprendizaje: The Learning College

In October 2007, the U.S. Department of Education awarded Allan Hancock College a program grant. This five-year grant is reserved for Hispanic serving institutions and is designed to assist the college in becoming a stronger, more effective learner-centered institution. The grant provides resources to enhance students' educational experiences, help students develop competencies in the college's seven Institutional Learning Outcomes (ILOs), and assess institutional effectiveness.
CAL-SOAP PROGRAM

The Central Coast California Student Opportunity and Access Program (Cal-SOAP), administered by the California Student Aid Commission, is designed to increase post-secondary educational access to low-income and first generation, elementary, and secondary school students. Services provided by the project include academic tutoring, advising on academic preparation, admissions requirements, financial aid and scholarship information, and visits to colleges and universities. The Central Coast Cal-SOAP Consortium is composed of two community colleges, four university partners, and provides services in five K-12 school districts and two community-based organizations. Contact 922-6966 ext. 3710 for further information.
NONDISCRIMINATION STATEMENT

The Board of Trustees of the Allan Hancock Joint Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity while providing positive images for all students. The district is committed to the active promotion of campus diversity including recruitment of and opportunities for qualified members of under-represented/protected groups, as well as the provision of a work and learning environment conducive to open discussion and free of intimidation, harassment, and unlawful discrimination. The board commits the district to vigorous staff diversity/equal employment opportunity for qualified persons in all aspects of its employment program including selection, assignment, promotion, and transfer, and with respect to all necessary classifications. The board also assures that all employees and applicants for employment will enjoy equal opportunity regardless of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

Discrimination on the basis of gender, including all forms of sexual harassment, is strictly forbidden by Title VII of the Civil Rights Act, Title IX, and the college policy on sexual harassment. All student discrimination complaints should be addressed to the vice president of student services, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399, (805) 922-6966 ext. 3267. All employee discrimination complaints should be addressed to the director of human resources, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399, (805) 922-6966 ext. 3338. The district is also committed to equal access and reasonable accommodations for students with disabilities. The coordinator for Americans with Disabilities Act (ADA) for students is the director, Learning Assistance Program, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399, (805) 922-6966 ext. 3338. All other ADA discrimination complaints should be addressed to the director of human resources, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399, (805) 922-6966 ext. 3338. The district is also committed to equal access and reasonable accommodations for students with disabilities. The coordinator for Americans with Disabilities Act (ADA) for students is the director, Learning Assistance Program, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399.

La Junta Directiva del Allan Hancock Joint Community College District reconoce que la diversidad en el ambiente académico fomenta la consciencia cultural, el entendimiento y respeto mutuo, la armonía y la creatividad, lo que a su vez aporta imágenes positivas para todos los estudiantes. El distrito se compromete a promover activamente en este colegio la diversidad cultural, incluyendo el reclutamiento y el empleo de personas calificadas pertenecientes a los grupos menos representados y protegidos, y se compromete también a cumplir con los reglamentos para ofrecer un lugar apropiado para laborar y de aprendizaje que contribuya a una discusión abierta, sin ninguna clase de intimidación, acoso o discriminación. La Junta Directiva compromete al distrito a contar con diversidad étnica en su personal y a ofrecer las mismas oportunidades de empleo para personas calificadas en todos los aspectos de su programa laboral, incluyendo la selección, asignación, promoción y el traslado, tomando en cuenta todas las clasificaciones necesarias. La Junta Directiva también se compromete a asegurarse que todos sus empleados y solicitantes de empleo, cuenten con las mismas oportunidades de empleo sin importar su raza, color, descendencia, religión, origen, género, estado civil, edad, discapacidades físicas o mentales, condición médica, o por ser veterano de la guerra de Vietnam, estado civil, u orientación sexual.

DISCRIMINATION COMPLAINTS

The district’s Equal Employment Opportunity (EEO) Policy includes complaint procedures for students and staff who experience discrimination on the basis of race, color, religion, gender, marital status, national origin, ethnic identification, age, disability, pregnancy, or status as a Vietnam-era veteran. In addition, the district’s Sexual Harassment Policy forbids intimidation or harassment of a sexual nature and provides a complaint procedure for students and staff who experience sexual harassment.

Discrimination Complaint Procedure

An employee, job applicant, or student who feels he/she has been or is being subjected to discriminatory treatment, including sexual harassment, or who has learned of such unlawful discrimination in his or her official capacity, should immediately contact the staff diversity/equal employment opportunity officer of the college.

If the complaint is employment discrimination, the staff diversity/equal employment opportunity officer will make every attempt to meet with the complainant within ten (10) working days of receipt of a written complaint. The staff diversity/equal employment opportunity officer will try and resolve the complaint informally within 30 days of the date the written complaint was filed.

If the complaint is a sexual harassment complaint, the staff diversity/equal employment opportunity officer will try and resolve the complaint within ten (10) days of receipt of a written complaint.

If the staff diversity/equal employment opportunity officer is not able to resolve the complaint informally and the complainant wishes to pursue the matter further, he/she may file a formal complaint with the district.

If the complaint is employment discrimination, the district must make an administrative determination within 90 days of the date the formal complaint was filed.

If the complaint is a sexual harassment complaint, the district must make an administrative determination within 90 days of the date the formal complaint was filed.

If the complainant is not satisfied with the determination and wishes to pursue the matter further, he/she may file an appeal with the Board of Trustees within 15 days of the date of the administrative determination. The board will issue its decision within 45 days of receiving the complaint.
For complaints not involving employment discrimination, if the complainant is not satisfied with the decision of the Board of Trustees, he/she may file a complaint with the Office of the State Chancellor for Community Colleges within 30 days of the determination of the board.

STUDENT COMPLAINTS OTHER THAN DISCRIMINATION

Grounds for Student Complaints
1. any act or threat of intimidation, harassment, or physical aggression;
2. arbitrary imposition of sanctions without due process;
3. violation of student rights which are described in board policies or the college catalog.

Informal Procedure for Complaints Other Than Discrimination
When a student feels that he/she has just cause for a complaint, other than academic or discrimination, the following preliminary steps must be taken in the sequence presented within ninety (90) days of the alleged incident:
1. Meet with the person(s) involved in the complaint to seek a solution. The Associated Student Body's (ASB) commissioner of student rights may accompany the student and may assist both parties to achieve a mutually acceptable resolution of the complaint.
2. Confer with the chairperson of the appropriate department in cases involving faculty or staff. The ASB commissioner of student rights may attend.
3. Confer with the vice president, student services or designee. He/she will call an informal conference with the parties involved in the complaint. In the case of a complaint against the vice president, student services, confer with the district affirmative action officer. In either case, the ASB commissioner of student rights may attend.

Formal Procedure for Student Complaints Other Than Discrimination
1. If the student feels that the complaint has not been satisfactorily resolved by the informal procedures, he/she shall submit to the vice president, student services or designee a formal complaint form which is obtainable in the Office of Student Services. This shall be done within five (5) regular session days after the informal conference with the vice president, student services or designee.
2. The vice president, student services or designee shall, within five (5) regular session days after receiving the completed complaint form, convene the Student Complaint Committee which will conduct a formal hearing at the earliest possible date.
3. The Student Complaint Committee shall conduct a formal hearing. The vice president, student services or designee, upon receiving the findings of facts and recommendations of the Student Complaint Committee shall, within five (5) regular session days, render a decision, and transmit it in writing to the respondent, the Student Complaint Committee, the superintendent/president of the college, and the other party concerned in the matter. The vice president, student services or designee may review the proceedings of the committee, conduct such additional investigation as he/she may deem appropriate and take one of the following actions:
   - Dismiss the complaint
   - Alter the recommended sanctions
   - Concur with the committee’s recommendations
4. If the complainant or respondent is not satisfied with the decision of the vice president, student services and wishes to appeal the decision, the complainant or the respondent may write an appeal of the decision made by the vice president, student services or designee to the superintendent/president of the college within five (5) regular session days after receipt of the written decision. The superintendent/president shall review the proceedings, conduct such investigation as he/she deems appropriate and take one of the following actions:
   - Dismiss the complaint
   - Alter the recommended sanctions
   - Concur with the decision of the vice president, student services or designee
   - Concur with the recommendations of the committee

If the final action in the complaint proceedings results in the dismissal of all charges, all records of the complaint shall be removed from the student’s file within thirty (30) days of such final action. Such records will then be destroyed.

Procedure for Grade Review
Academic evaluation is the purview of the class instructor. Students who do not attend class regularly may be dropped by the class instructor. During the first week of class, regular attendance must be defined in each course syllabus and given out to students. Students may not be dropped due to poor performance alone. Students who have complaints regarding the evaluation of their academic performance should follow this sequence:

The State of California Education Code states (Section 76224) that the “...determination of the student’s grade by the instructor in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”

If a student feels she or he has been unfairly assigned a grade based upon mistake, fraud, bad faith, or incompetency, not more than 120 days after the last day of the semester or term for which the grade was awarded, the student could initiate step one of the grade review procedure (certain exceptions can apply if extenuating circumstances are documented and approved by the Grade Review Committee (GRC).)

Step 1 Meet with the instructor to explain the situation and see if the problem can be resolved.

Step 2 If step one does not resolve the issue and the student wishes to pursue it further, then the student...
shall complete the Grade Review Petition Form and arrange a meeting with the department chair of the faculty person who assigned the grade.

Step 3 If step two does not resolve the issue and the student wishes to pursue it further, then the student shall arrange a meeting with the dean of the faculty person who assigned the grade.

Step 4 If step three does not resolve the issue, then the student may request a formal hearing by the GRC. The GRC shall be composed of the vice president, student services (who shall chair the committee), two faculty members (the president and vice president of the Academic Senate or their designees) and the ASBG president or his/her designee.

The GRC shall hold a hearing within four weeks of receiving a valid request for such from the student, unless the student and/or the faculty member is unavailable due to vacation or other extenuating circumstances. All parties involved will have the right to present oral or written testimony, to have counsel, to have and question witnesses, and to hear all testimony. If the principal parties, either the student and/or the faculty member, does not wish to attend all formal hearings, he/she may waive this right by letter.

The findings of the GRC shall be stated in writing to all participants no later than two weeks from the date of the hearing. A copy of such findings will be forwarded to the superintendent/president.

Within two weeks, the superintendent/president will issue a written decision to the GRC, the dean, chair, faculty member, and the student. If the faculty member or the student wishes to appeal the decision, the Board of Trustees will arrange a hearing within two months of the filing of the appeal. The Board of Trustees can review the record through step four, or grant a hearing de nova (full hearing).

Step 5 Within two weeks after the board hearing, the board will issue its finding. The decision of the board is final.

Procedure for Academic Complaints

Academic complaints are grievances that students may present against a faculty member. If a student believes that he/she has just cause for an academic complaint, other than to appeal a grade awarded for a course (grade review), the following steps must be taken no later than 30 calendar days into the next regular semester after the alleged incident(s) occurred. If the faculty member against whom the complaint is filed is not available, the complaint process may proceed to the next level, or by mutual agreement between the student and the dean of the area, the complaint process may be postponed and rescheduled at a time when all parties are available.

Step 1 For academic complaints, other than grade review, students should seek a resolution by meeting with the faculty member(s) involved in the complaint to try to achieve a mutually acceptable resolution of the complaint. The faculty member(s) should meet with the student within ten (10) session days of the student's request for a meeting. If the faculty member(s) does not meet with the student within ten (10) session days of the request for a meeting, the student may proceed to Step 2. If the time limit is not met at any step, the student may proceed to the next step.

Step 2 If the issue is not resolved at Step 1 and the student wishes to pursue the issue further, the student shall arrange a meeting with the chair of the appropriate department or the program coordinator to try to resolve the issue. If the chair of the department or the program coordinator is involved in the complaint or has another conflict of interest, the student shall go directly to Step 3. The chair of the department or the program coordinator should meet with the student within ten (10) session days of the student's request for a meeting. The chair or the program coordinator will attempt to resolve the issue by meeting with the student(s), and if appropriate, the faculty member(s). If appropriate, the chair or the program coordinator may have a joint meeting with the student(s) and the faculty member(s) involved in the complaint.

Step 3 If the issue is not resolved at Step 2 and the student wishes to pursue it further, the student shall meet with the dean of the area to try to resolve the issue. Prior to meeting with the dean of the area, the student shall submit the complaint in writing. The written complaint shall include the date(s) of the alleged incident(s), the name(s) of the faculty member(s) involved, any person(s) who may have knowledge of the incident(s) or situation, and a summary of what occurred from the student's perspective. The student shall also state what he/she desires as an outcome (resolution). The dean of the area shall meet with the student within ten (10) session days of receiving the student's written complaint. If appropriate, the dean of the area will conduct an investigation of the complaint. Prior to meeting with the faculty member(s) involved in the complaint, a copy of the student's written complaint will be forwarded to the faculty member(s). If the dean does not meet with the student within ten (10) session days of receiving the student's written complaint, the student may go directly to Step 4.

Within ten (10) session days after meeting with the student, the dean will forward a written notice of his/her decision/action to the student, the chair of the department or the program coordinator, and the faculty member(s) involved in the complaint.

Step 4 If the issue is not resolved at Step 3 and the student desires to pursue it further, the student shall submit a written appeal to the appropriate vice president. All written material involving the complaint shall be forwarded by the dean of the area to the appropriate vice president immediately after receiving notice that the student has appealed the dean's decision. A copy of the written appeal shall be forwarded to the faculty member. The appropriate vice president shall meet with the student within ten (10) session days after receiving written notification of the appeal. If appropriate, the vice president will conduct an investigation of the complaint. If the appropriate vice president does not meet with the student within ten (10) session days, the student may go to Step 5.

Within ten (10) session days after meeting with the student, the appropriate vice president will forward a written notice of his/her decision/action to the student, the dean, the chair of the department or the program coordinator, and the faculty member(s) involved in the complaint.
Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation in the same manner and to the same extent as any other person. Student conduct in Allan Hancock College must also conform to district and college rules and regulations. The same standards of student conduct apply whether a student is physically present in a campus facility, is engaged in a distance learning course, or is using electronic (e.g. web-based) services of the district. Any behavior that interferes with the instructional, administrative, or service functions of the district will be considered to be disruptive and will be subject to disciplinary action. Refer to the "Allan Hancock Community College District Guidelines for Student Conduct, Disciplinary Action and Procedural Fairness," located in the Office of the Vice President for Student Services, for the procedural and substantive due process utilized in the adjudication of student disciplinary cases.

Students found in violation of the Standards of Student Conduct, including but not limited to the following, will be subject to disciplinary action.

A. Conduct Related to Individuals and College Functions

1. Disruptive Conduct:
   An individual shall not engage in disorderly, lewd, obscene, indecent, or offensive conduct or any conduct that is reasonably likely to cause a breach of peace, disrupt, or that does disrupt, any college function, process or activity including teaching, research, and administration of public service functions on campus, at college-sponsored events off campus, or through the use of college electronic resources not part of assigned college curriculum.

2. Alcohol, Drugs, and Drug Paraphernalia:
   An individual shall not possess, sell, offer to sell, purchase, offer to purchase, use or transfer illegal drugs, drug paraphernalia or alcohol, or be under the influence of alcohol, drugs or medication (except as prescribed by a physician and used in accordance with the prescription), or furnish alcohol to a minor.

3. Threats, Assaults, Battery, Abuse, and Fighting:
   An individual shall not verbally or physically threaten bodily harm or engage in any misconduct which results in injury or death to a student or to college personnel or otherwise abuse, assault, or fight with any other person on college property or at an off-campus college-sponsored event.

4. Defamation:
   An individual shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that: (1) are false and expose any person or the college to hatred, contempt, ridicule, disgust or an equivalent reaction; or (2) are false and have a tendency to impugn a person’s occupation, business, or office.

5. Obscenity and Vulgarity:
   An individual shall not engage in the expression of obscene, libelous, slanderous, or vulgar language
or gestures, distribute or exhibit such materials by any means including digital. Obscene materials, language, or gestures are those that an average person, applying contemporary standards of the college community, would find that taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value.

6. Harassment and Discrimination:
An individual shall not engage in any activity involving hazing, intimidation, assault, or another activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, mental harm, or personal degradation or humiliation.

7. Endangering the Health and Safety of Others:
An individual shall not engage in conduct that endangers or reasonably could endanger, or that reasonably appears to endanger, the health or safety of students, college employees, or other persons.

8. Obstruction:
An individual shall not obstruct the authorized use or enjoyment of college facilities or activities by any other individual. Obstruction includes, but is not limited to: (1) disruption of classes, administrative functions, disciplinary procedures, or the use of electronic resources; (2) unauthorized interference with any person’s access to or from college facilities or events; (3) interference affecting the normal flow of pedestrian or other traffic; (4) use of facilities that are assigned to another individual or group; (5) use of sound amplifying equipment that unreasonably interferes with the activities of others; and (6) participation in any activity with the intent or reasonably predictable effect of disrupting or otherwise depriving a group or individual of the ability to see, hear or otherwise experience an authorized college function or activity.

9. False Imprisonment:
An individual shall not imprison, detain, or exercise unlawful control over the freedom of movement of any person.

10. Harassment and Discrimination:
An individual shall neither harass another person nor engage in any form of discriminatory behavior. Harassment includes written or verbal abuse of a serious nature (either as a result of the severity or repetitive nature of the conduct) that humiliates or intimidates another individual and does not otherwise advance matters of public concern. Harassment also includes stalking or any other conduct that could reasonably be expected to cause fear or apprehension on the part of another individual including persons submitting complaints, serving as witnesses, or members of adjudicating committees. An individual shall not engage in conduct that is directed toward another person if that conduct would cause a reasonable person to fear for the person’s safety or the safety of that person’s immediate family member or close acquaintance, and that person, in fact, fears for his or her safety or the safety of an immediate family member or close acquaintance. An individual shall not engage in discriminatory conduct on the basis of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

11. Sexual Harassment:
An individual shall not engage in sexual harassment which consists of any unwelcome sexual advance, request for sexual favors or other written, verbal, or physical conduct of a sexual nature when: (1) submission to or rejection of the conduct is made either an explicit or implicit condition for access or decisions relating to any college-related opportunities; (2) the expression or conduct substantially interferes with an individual’s work or academic performance or creates an unreasonably intimidating, hostile, or offensive work, learning or other college-related environment; or (3) the expression of sexual or social interest in an individual continues after being informed that the interest is unwelcome.

12. Sexual Misconduct:
An individual shall not engage in conduct that constitutes sexual misconduct, whether forcible or non-forcible, including but not limited to rape, sexual assault, public sexual indecency, or indecent exposure.

13. Gambling:
An individual shall not engage in card playing for money, betting on sporting events and/or participate in other forms of gambling of any type on campus property or by means of college electronic resources.

14. Smoking:
An individual shall not engage in willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.

B. Conduct Related to Property and Records:

15. Theft, Fraud, Misrepresentation, Robbery, and Extortion:
An individual shall not take, use, borrow, steal, or receive any property belonging to another without that person’s permission or otherwise obtain any benefit by fraud, identity theft, extortion, robbery, misrepresentation, deception, or by expressed or implied threat. An individual shall not make any false oral or written statement to any person or entity with the intent to mislead or deceive.

16. Academic Dishonesty:
An individual shall not engage in any form of academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, copyright infringement, or plagiarism. An individual shall not use or attempt to use the academic work or research of another person (or agency engaged in the selling of academic materials) and represent that it is his or her own or otherwise engage in dishonest academic work. An individual shall not share his or her knowledge or work with another student during an examination, test, quiz or other academic assignment unless specifically approved in advance by the instructor. An individual shall not bring to an examination any materials or notes not approved by the instructor; nor shall the individual receive, or attempt to receive, any test response from another student during an exam or at any time unless expressly authorized by a faculty member. (Refer to Academic Honesty)
17. Destruction of Property, Vandalism, and Littering: An individual shall not damage, destroy, or deface any college or district property or property belonging to any member of the college community or a campus visitor and shall not litter on college property or at a college-sponsored event.

18. Forgery: An individual shall not use or attempt to use the identity or signature of another and represent that it is his or her own to obtain any benefit by fraud, misrepresentation, or deception.

19. Emergency Alarms and Fire Control Devices: An individual shall not knowingly activate, use, or tamper with any college fire alarm, safety device, or other device provided by the college for use in emergencies, unless the individual reasonably believes that an emergency exists justifying use of the device.

20. Arson: An individual shall not willfully or maliciously start, attempt to start, or promote the continuation of any fire or explosion.

21. Unauthorized Entry and Duplication of Keys: An individual shall not gain, or attempt to gain forceful or unauthorized entry into, or occupation of, college facilities or grounds or designated off-limits areas. An individual shall not possess, reproduce, transfer, or sell a key to any college building or facility without receiving express permission to do so from an appropriate college administrator.

22. Unauthorized Access and Tampering: An individual shall not, without proper authorization, read, remove, copy, counterfeit, misuse, photograph, forge, alter, destroy, or tamper with any college documents or records in any format including digital. An individual is not permitted unauthorized use of electronic resources such as computer equipment (i.e., computer, disk drive, server, printer, scanner, or monitor), computer software, database, data network, file, document, record, library material, telephone message, telephone record or telephone equipment, or may otherwise violate college or district policies pertaining to copyright law, computer software license, or computer use. Such prohibited activities are inclusive of, but not limited to, unauthorized entry into a computer, database, or file; transfer or copy of a file, data record, or software; use of another individual’s identification and/or password; use of computers to interfere with the work of another student, faculty member, or other college employee; sending or forwarding obscene, vulgar, threatening or abusive messages, files, website links; or otherwise interfering with the normal operation of the college’s computer systems and network.

23. Solicitation and Posting of Notices: An individual shall not solicit or post any materials, pictures, or writing on college property without first obtaining appropriate authorization.

24. Commercial Use of Academic Presentation: An individual shall not, without proper authorization, prepare, give, sell, transfer, distribute, or publish, for any commercial purpose, any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten, typewritten, or digital class notes, except as permitted by any district policy or administrative procedure.

C. General Conduct

25. Violation of College Policies, Rules, or Directives: An individual shall not violate any college or district policy, administrative procedure, rule or directive inclusive of the terms and conditions of a disciplinary sanction or stipulation, or an “order to appear” issued by an authorized college official, nor shall an individual violate regulations pertaining to student organizations, facilities usage, or the authorized time, place, and manner of public expression.

26. Defiance of Authority and Untruthfulness: An individual shall not willfully disobey the directions or reasonable orders of instructors, administrators, or other college employees and shall respond to lawful requests for information from these persons in a truthful manner. An individual shall not obstruct or resist any college official, employee, college police officer, or other law enforcement officer in the performance of his or her duty. An individual shall not furnish false information, including false identification, or fail to provide information to the college or to any college employee or agent, including campus law enforcement or security officers or other agents acting in good faith.

27. Possession of Weapons or Dangerous Items: An individual shall not possess or use weapons inclusive of firearms, explosives, fireworks, dangerous chemicals or any other instrument capable of harming any person or property; or that reasonably would create the impression of being able to induce such harm, without express authority from the college president or his or her designated representatives or members of law enforcement agencies.

(Weapons referenced in this standard are inclusive of, but not limited to: any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, Billy club, sand club, sandbag, metal knuckles, any dirk, dagger, firearm (loaded or unloaded) such as a pistol, revolver, rifle, etc; any knife having a fixed blade longer than two and one-half (2 1/2) inches; any folding knife or switchblade longer than two inches; any folding knife with a blade that locks into place; any razor with an unguarded blade; a taser or stun gun; any metal pipe or bar used or intended to be used as a club.)

28. Attempted Violation: An individual shall not attempt to engage in any conduct prohibited by these standards. An attempted violation of these standards is punishable in the same manner as a completed violation without regard as to whether the act was or could have been successfully completed.

29. Conspiracy and Encouragement: An individual shall not conspire, encourage, assist, or incite any other person(s) to engage in any conduct prohibited by these Standards of Student Conduct.

30. Persistent Misconduct: An individual shall not engage in persistent, serious misconduct where other means of correction, inclu-
sive of directives issued by faculty members or other college officials, have failed to bring about appropriate conduct.

31. Violation of Federal, State, or Local Law: An individual shall not violate any federal, state, or local law not otherwise specifically cited in these Standards of Student Conduct while on college or district property or by means of electronic resources.

**ALCOHOL / DRUG FREE WORKPLACE**

Allan Hancock College is committed to providing its employees and students with a drug-free workplace and campus environment. The Allan Hancock College Substance Abuse Program emphasizes prevention and inter-vention through education. The dissemination of current and accurate information enables the students, officers, and employees to be better informed. Educational programs shall provide relevant courses, seminars, and lecturers, and student services shall focus on providing guidance and referral for those affected by alcohol or substance abuse. Coordination shall be effected with educational agencies and with appropriate community organizations.

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on Allan Hancock College property, during any college-sponsored field trip, activity or workshop, and in any facility or vehicle operated by the college.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

**SMOKING POLICY**

In the interest of employee health and the general welfare of students and the public, smoking is not permitted in any indoor college facility or in any vehicle owned, operated, leased, or chartered by the district, except as may be required in theatrical rehearsals and performances. Smoking is not permitted within 20 feet of any district building or leased facility and is permitted only in designated areas. The Facilities Advisory Committee will be responsible for recommending the location of the designated smoking areas. (Allan Hancock College Board Policy 8991)

**OPEN CLASS POLICY**

It is the policy of the Allan Hancock Joint Community College District that, unless specifically exempt by statute, every course, course section, or class, the full-time equivalent student (FTES) of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code. Limited English language skills will not be a barrier to admissions to the college and to participation in its academic and vocational programs.

La limitacion en la idioma ingles no sera una barrera para ser admitidos en el colegio y participar en los programas educacionales y vocacionales.

**Personal Security for Distance Learning Students**

Allan Hancock College does not restrict enrollment in distance learning classes any more than it does in on-site classes. The law requires that all qualified students be admitted. Students are encouraged to exercise the same kind of caution in a distance learning class as they would when taking an on-site class. Do not share personal information, including phone number or address, with a relative stranger or new acquaintance. Additional advice about maintaining personal security while enrolled in a distance learning class will be provided by the instructor of the class.

**CANCELED CLASSES**

The college reserves the right to cancel classes due to low enrollment or other circumstances.

**WORK LOAD FOR NORMAL PROGRAM**

A full-time unit load consists of 12 units per semester. For every unit a student enrolls in, a student should set aside two hours of study time to support a quality learning experience. For example, if a student is enrolled in 12 units, it is strongly recommended to study 24 hours outside of class time. Many students need to work while they are attending college. Because of the preparation time noted above, it is generally not possible for a student to take a full course load while being employed full-time. It is recommended to speak to a counselor regarding unit load for each semester.

With approval from a counselor, students who have received a grade point average of a 3.0 or better may enroll in additional units. For example, students requesting to enroll in more than 20.5 units in a regular semester are required to see a counselor for approval, and students requesting to enroll in more than nine units in a summer session are also required to see a counselor for approval.

**APPRENTICESHIP TRAINING**

The apprenticeship program combines on-the-job training with related instruction. It is open to all individuals without regard to race, color, religion, disability, national origin, or gender. To become an indentured apprentice, students must follow the state-approved Local Joint Apprenticeship Committee Standards and selection process.

A variety of apprenticeship courses listed in this catalog meet the primary objectives for indentured apprenticeship programs. These courses are limited to indentured apprentices and qualified applicants only. They may not be taken on a credit/no-credit basis, nor may credit be obtained by examination. Students completing the requirements for apprenticeship will be awarded certificates of completion. For specific information, students should contact the coordinator of apprenticeship, 922-6966 ext. 3298.

**ATTENDANCE**

Regular attendance at all class sessions is a primary obligation of the student. Both the successful completion of college work and the financial support of the college are dependent on regular attendance. A normal class period is 50 minutes in length and students are required to remain for the full period. Each college instructor will explain the absence policy for his or her class at the beginning of the semester; however, failure to attend regularly may result in a reduction of the student's final grade, or in the student being dropped from the class altogether. In the event of a prolonged illness, instructors should be notified either by the student or by health services. Veterans should contact the Financial Aid/Veterans Affairs office on the Santa Maria campus.
AUTHORITY OF INSTRUCTORS

Dropping Students
For the guidance of instructors, each department will develop its own standard concerning dropping students with excessive absences. Individual instructors will include a statement, consistent with the departmental standard, concerning student absences in the course syllabus which is distributed to students. Copies of course syllabi will be on file with the appropriate academic dean. Students who have absences exceeding the number permitted under these standards may be dropped by the instructor.

Suspending Students
Any student who violates the Guidelines for Student Conduct adopted by the Board of Trustees may be suspended from a class by the instructor for two consecutive class sessions, to include the day of removal.

ACADEMIC HONESTY
Honesty and integrity are essential to the academic community. Faculty, students, and staff are expected to be truthful, trustworthy, and fair in all academic endeavors. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary action.

Below are examples of academically dishonest behaviors.

- Copying from another student's work without instructor approval
- Giving answers to another student without instructor approval
- Using notes, books, or other unauthorized materials during an exam
- Taking a test for someone else
- Submitting someone else's work as one's own
- Completing an assignment for another student
- Using other people's ideas, words, images, or artistic works - from any medium, including the Internet - without acknowledging them with proper documentation

If an instructor determines, after a conference with the student, that the student has been academically dishonest, the instructor at his/her discretion may issue a failing grade on the assignment, or take other measures that are reasonable and appropriate. The student may also be subject to further disciplinary action through the vice president of student services.

An appeals process is available to the student through the office of the vice president, student services.

CHANGE OF PROGRAM (ADDS AND DROPS)
The change of program period is published in the credit class schedule for each semester. During the first week of a semester-length course or the first week of an 8-week term or summer session, a student may add an open class by presenting a program change form to the Santa Maria Admissions and Records office, the Lompoc Valley, Vandenberg AFB, or Solvang centers. Beginning with the second week of class, adds may only be approved through a special petition process. The instructor and student must complete a Faculty Request for Special Late Student Admission to Class form. Both the signed program change and the Faculty Request for Special Late Student Admission to Class forms must be hand carried to the director, admissions and records for approval. To drop a class, a student must come to the Admissions and Records office, the Lompoc Valley, Vandenberg AFB, or Solvang centers and request a program change form or submit a signed request to drop via the U.S. mail or fax. Non-attendance does not constitute official withdrawal. It is the student’s responsibility to process his or her own drop. Students may drop classes on or prior to the last date to drop listed in the schedule of classes without incurring grade responsibility. This policy refers to semester-length classes. For specific information regarding non-semester-length classes, refer to the schedule of classes.

FINAL EXAMINATIONS
Final examinations are required at the close of each semester’s work. Students failing to take these examinations will forfeit the right to receive any credit for the course. Absence due to illness will be excused only when verified by a physician’s excuse in writing. Requests for special examination (at a time other than that regularly scheduled) to meet the student’s own personal needs must be approved in advance by the instructor.

WITHDRAWAL FROM COLLEGE
Prior to the end of the 12th week of instruction for semester-length classes, or 75 percent of the length of shorter term classes, a student may officially withdraw from college by completing a program change form and submitting it to the Admissions and Records office, the Lompoc Valley, Vandenberg AFB, or Solvang centers. Veterans should contact the Veterans Affairs office on the Santa Maria campus.

ACADEMIC CREDIT
Unit of Credit
The unit of credit represents one hour of lecture or recitation per week for one semester. In laboratory courses, physical education, and some other courses, additional hours are required for each unit. Each unit of work in academic subjects presupposes two hours of outside preparation.

The College Board Advanced Placement Program
Allan Hancock College grants credit towards its associate degrees for successful completion of examinations in the Advanced Placement Program of the College Entrance Examination Board. Students who complete Advanced Placement Examinations with scores of 3, 4, or 5 will receive credit according to the following chart.

Credit awarded through advanced placement may be used to satisfy graduation. The units earned from advanced placement credit cannot be used to satisfy the 12 unit residency requirement or be applied toward financial aid.

Transfer students should check with their receiving institution or the University Transfer Center about policies for using advanced placement examination scores and credits toward meeting admission, IGETC, CSU General Education-Breadth and/or graduation requirements. An official copy of the student’s advanced placement scores should be sent to the Admissions and Records office. Units earned from advanced placement credit will be posted to the student’s academic record at the time the student petitions to graduate.
# Allan Hancock College AP Equivalency List

<table>
<thead>
<tr>
<th>AP Examination</th>
<th>AP Score</th>
<th>AHC Associate Degree Subject Credit</th>
<th>AHC Unit Credit</th>
<th>AHC GE</th>
<th>CSU GE</th>
<th>IGETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3,4,5</td>
<td>ART 103</td>
<td>3</td>
<td>Category 3</td>
<td>3 sem units toward Area C1</td>
<td>3 sem units toward Area 3A or 3B</td>
</tr>
<tr>
<td>Biology</td>
<td>3,4,5</td>
<td>BIOL 100</td>
<td>4</td>
<td>Category 1</td>
<td>6 sem units in Area B2 &amp; B3</td>
<td>4 sem units toward Area 5A w/lab</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3,4,5</td>
<td>MATH 181</td>
<td>5</td>
<td>Category 4B</td>
<td>3 sem units toward Area B4</td>
<td>3 sem units toward Area 2A</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3,4,5</td>
<td>MATH 181+182</td>
<td>10</td>
<td>Category 4B</td>
<td>3 sem units toward Area B4</td>
<td>3 sem units toward Area 2A</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3,4,5</td>
<td>CHEM 120</td>
<td>4</td>
<td>Category 1</td>
<td>6 sem units toward Area B1 &amp; B3</td>
<td>4 sem units toward Area 5A w/lab</td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>3,4,5</td>
<td>No Equivalent Course</td>
<td>N/A</td>
<td>N/A</td>
<td>6 sem units toward Area C2</td>
<td>3 sem units each toward Area 3B and 6A</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3,4,5</td>
<td>COM SC 121</td>
<td>3</td>
<td>Category 4B</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Computer Science B</td>
<td>3,4,5</td>
<td>COM SC 121+122</td>
<td>3</td>
<td>Category 4B</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td>3,4,5</td>
<td>ENGL 101</td>
<td>4</td>
<td>Category 4A</td>
<td>3 sem units toward Area A2</td>
<td>3 sem units toward Area 1A</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3,4,5</td>
<td>ENGL 102</td>
<td>3</td>
<td>Category 4A</td>
<td>3 sem units toward Area A2 &amp; C2</td>
<td>3 sem units toward Area 1A or 3B</td>
</tr>
<tr>
<td>European History</td>
<td>3,4,5</td>
<td>No Equivalent Course</td>
<td>N/A</td>
<td>N/A</td>
<td>6 sem units toward Area D6</td>
<td>3 sem units toward Area 3B or 4F</td>
</tr>
<tr>
<td>French Language</td>
<td>3,4,5</td>
<td>FRENCH 102</td>
<td>5</td>
<td>Category 3</td>
<td>6 sem units toward Area C2</td>
<td>3 sem units each toward Area 3B and 6A</td>
</tr>
<tr>
<td>French Literature</td>
<td>3,4,5</td>
<td>No Equivalent Course</td>
<td>N/A</td>
<td>N/A</td>
<td>6 sem units toward Area C2</td>
<td>3 sem units each toward Area 3B and 6A</td>
</tr>
<tr>
<td>German Language</td>
<td>3,4,5</td>
<td>No Equivalent Course</td>
<td>N/A</td>
<td>N/A</td>
<td>6 sem units toward Area C2</td>
<td>3 sem units each toward Area 3B and 6A</td>
</tr>
<tr>
<td>Government and Politics: Comparative</td>
<td>3,4,5</td>
<td>No Equivalent Course</td>
<td>N/A</td>
<td>N/A</td>
<td>3 sem units toward Area D8</td>
<td>3 sem units toward Area 4H</td>
</tr>
<tr>
<td>Government and Political: United States</td>
<td>3,4,5</td>
<td>No Equivalent Course</td>
<td>N/A</td>
<td>N/A</td>
<td>3 sem units toward Area D8</td>
<td>3 sem units toward Area 4H</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3,4,5</td>
<td>GEOG 102</td>
<td>3</td>
<td>Category 2A</td>
<td>3 sem units toward Area D5</td>
<td>3 sem units toward Area 4B</td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>3,4,5</td>
<td>ITAL 103</td>
<td>5</td>
<td>N/A</td>
<td>6 sem units toward Area C2</td>
<td>3 sem units each toward Area 3B and 6A</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>3,4,5</td>
<td>No Equivalent Course</td>
<td>N/A</td>
<td>N/A</td>
<td>6 sem units toward Area C2</td>
<td>3 sem units each toward Area 3B and 6A</td>
</tr>
<tr>
<td>Latin Literature</td>
<td>3,4,5</td>
<td>No Equivalent Course</td>
<td>N/A</td>
<td>N/A</td>
<td>3 sem units toward Area C2</td>
<td>3 sem units each toward Area 3B and 6A</td>
</tr>
<tr>
<td>Latin; Virgil</td>
<td>3,4,5</td>
<td>No Equivalent Course</td>
<td>N/A</td>
<td>N/A</td>
<td>3 sem units toward Area C2</td>
<td>3 sem units each toward Area 3B and 6A</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3,4,5</td>
<td>ECON 101</td>
<td>3</td>
<td>Category 2A</td>
<td>3 sem units toward Area D2</td>
<td>3 sem units toward Area 4B</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3,4,5</td>
<td>ECON 102</td>
<td>3</td>
<td>Category 2A</td>
<td>3 sem units toward Area D2</td>
<td>3 sem units toward Area 4B</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3,4,5</td>
<td>MUSIC 111</td>
<td>4</td>
<td>N/A</td>
<td>3 sem units toward Area C1</td>
<td>N/A</td>
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<tr>
<td>Physics B</td>
<td>3,4,5</td>
<td>N/A</td>
<td>3</td>
<td>(Elective)</td>
<td>N/A</td>
<td>6 sem units toward Area B1 &amp; B3</td>
</tr>
<tr>
<td>Physics C: Electricity and Magnetism</td>
<td>3,4,5</td>
<td>PHYSIC 141</td>
<td>4</td>
<td>N/A</td>
<td>3 sem units toward Area B1 &amp; B3</td>
<td>3 sem units toward Area 5A w/lab</td>
</tr>
<tr>
<td>Psychology</td>
<td>3,4,5</td>
<td>PSYCH 101</td>
<td>3</td>
<td>Category 2A</td>
<td>3 sem units toward Area D9</td>
<td>3 sem units toward Area 4I</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3,4,5</td>
<td>SPAN 103</td>
<td>5</td>
<td>Category 3</td>
<td>6 sem units toward Area C2</td>
<td>3 sem units each toward Area 3B and 6A</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>3,4,5</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>6 sem units toward Area C2</td>
<td>3 sem units each toward Area 3B and 6A</td>
</tr>
<tr>
<td>Statistics</td>
<td>3,4,5</td>
<td>MATH 123</td>
<td>4</td>
<td>Category 4B</td>
<td>3 sem units toward Area B4</td>
<td>3 sem units toward Area 2A</td>
</tr>
<tr>
<td>Studio Art: 2D Design</td>
<td>3,4,5</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Studio Art: 3D Design</td>
<td>3,4,5</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Studio Art: Drawing</td>
<td>3,4,5</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>United States History</td>
<td>3,4,5</td>
<td>HIST 118</td>
<td>3</td>
<td>Category 2B</td>
<td>3 sem units toward Area D6</td>
<td>3 sem units toward Area 3B or 4F</td>
</tr>
<tr>
<td>United States History</td>
<td>3,4,5</td>
<td>HIST 107+108</td>
<td>6</td>
<td>Category 2B</td>
<td>3 sem units toward Area D6</td>
<td>3 sem units toward Area 3B or 4F</td>
</tr>
<tr>
<td>World History</td>
<td>3,4,5</td>
<td>HIST 101</td>
<td>6</td>
<td>Category 3</td>
<td>3 sem units toward Area D6</td>
<td>3 sem units toward Area 3B or 4F</td>
</tr>
</tbody>
</table>
College Level Examination Program (CLEP)

Allan Hancock College will grant a maximum of 30 units of credit for any combination of CLEP General and Subject Examinations that have been completed with an appropriate score. CLEP credit may be used to meet Allan Hancock College graduation requirements, but will not be counted toward the 12 unit residency requirement. Students intending to transfer should be aware that CLEP credits may or may not be accepted by other colleges and universities. Students are advised to meet with a counselor regarding the use of CLEP in the student's educational plan.

Transfer of Credit and Course Waiver

Allan Hancock College will waive certain course requirements or allow students to substitute required Allan Hancock College courses, providing that Allan Hancock College does not offer the course on a regular basis, the college offers a comparable course or if the student has completed a comparable course at another accredited college.

Allan Hancock College cannot grant a course waiver or course substitution that is inconsistent with Title 5 regulations nor can the college ensure that the course evaluation endorsed by another accredited college or university will accept a waiver or substitution granted by Allan Hancock College.

Students wishing to petition for a waiver or substitution of a course(s) for an associate in arts degree, an associate in science degree or a certificate should contact the Counseling Department.

The college will grant lower-division credit for degree-applicable coursework from regionally accredited colleges and universities. Contact Admissions & Records or Counseling for details.

Students from foreign institutions must have their transcripts translated and evaluated by a qualified translation and evaluation agency. Completed coursework will be considered for lower division unit credit only.

Articulation of High School Courses

A partnership between Allan Hancock College and participating high schools facilitates the articulation of high school courses with freshman-level offerings at the college. Students may receive a "Waiver" or may receive "Credit by Examination."

Allan Hancock College's instructional departments are responsible for identifying high school courses that are deemed equivalent to specific Allan Hancock College courses. Once a student has successfully completed a more advanced course in the discipline at the college, the department will "waive" the course that has been articulated with work completed in high school. Students do not earn units and will not receive grade points for courses that have been waived; therefore, students' grade point averages will not be affected. The articulated course will appear on the student's transcript as a high school articulated course.

High school students may receive college credits for designated high school courses by successfully completing a "Credit by Examination" process. Allan Hancock College faculty will assure that the examination adequately measures mastery of the course content by consulting with high school faculty and setting explicit criteria for the examination. Once the student has completed a more advanced course in the discipline, specific course credit will be listed, annotated as "Credit by Examination" on the student's permanent record.

Students who have received an articulation certificate from an area high school or ROP instructor should explore receiving college credit. For criteria and eligibility information, students should contact the dean, academic affairs, building S2.

Military Service and Training Schools

See "Credit from Military Service."

Course Repetition

All Allan Hancock College courses in which a student has received a grade of D, F, NC, and/or NP may be repeated twice for credit. In this situation, only the first non-passing grade's units will be removed and annotated as a repeated course. The last grade recorded will be used in determining the overall grade point average. However, when course repetition occurs with a grade of C or better, the permanent record shall be annotated in such a manner that all work remains legible.

Second Repetition of a Course with a Substandard Grade

In the event that the student receives a third substandard grade, the course may be repeated again only with the approval of the dean, counseling and matriculation. If the dean approves the repetition and the student receives a grade of C or better, only the first substandard grade will be alleviated from the grade point average.

Reciprocity

A course for which substandard academic performance was recorded at Allan Hancock College may be repeated at another accredited college or university if, after the student submits a copy of the course outline, syllabus, and/or catalog description, the course is determined to be equivalent. Official transcripts from the other institution must be submitted to Allan Hancock College to verify the course was completed with a grade of C or better, and for equivalency consideration a petition must be filed and a $20 fee paid to cover costs.

Repetition of a Course Previously Successfully Completed

Students attempting to repeat a course are prevented from registering by a computer block. Repetition of courses for which substandard work has not been recorded (A, B, C, P, or CR) shall be permitted only upon petition of the student and with written permission of the appropriate dean. If a course does not have allowable repetition, authority is granted to the deans to approve repetition of a course under special circumstances, which may include one of the following:

1. a significant period of time has elapsed since the student first took the course; AND
2. the subject matter of the course has changed because of changing technology or principles;
3. the course was taken for credit and the student now needs a letter grade because the course is in his or her major;
4. other valid situations as evaluated by the instructor and the appropriate dean.

Course repetition is permitted without petition when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit any number of times and are identified in the course description in the schedule of classes.
Special circumstances course repetitions will be indicated as repeated on the permanent academic record of the student. Grades awarded for special circumstances course repetitions will not be counted in calculating a student's grade point average. In addition, there is no assurance that repeated courses resulting in an improvement in grade will be accepted by other colleges and universities.

**Academic Renewal**

Courses where substandard grades have been received may be disregarded in the computation of a student's grade point average if the work was not reflective of the student's present scholastic level of performance. A student may request academic renewal for not more than three periods of enrollment of coursework completed at Allan Hancock College under the following conditions:

1. a period of at least one year has elapsed since the work to be alleviated was completed;
2. a student must have completed either a minimum of 18 semester units with at least a 2.4 GPA or 24 semester units with at least a 2.0 GPA at Allan Hancock College and/or another accredited college or university since the work to be alleviated was completed;
3. the student may choose to have either 1) all coursework taken in a substandard semester (or term) disregarded in the computation of GPA; or 2) individual substandard (D or F) coursework taken in a semester (or term) disregarded in the computation of GPA. The semesters need not be consecutive;
4. when work is alleviated, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. The semester(s) involved will not be deleted, but the units and grade points will be removed to calculate the grade point average.

A petition may be obtained in the Counseling Department. If the petition is granted, the above process of academic renewal will be followed.

**CREDIT BY EXAMINATION**

Credit by examination enables a student to receive academic credit by demonstrating mastery of subject matter or skills equivalent to a specific Allan Hancock College course. Each academic department determines which courses may be challenged and is responsible for developing and administering an appropriate comprehensive examination. Students may not be currently enrolled in a course equal to or more advanced than the course to be challenged, nor may they have received previous high school or college credit for such a course. To apply for credit by examination, a student must be officially enrolled.

**Grade definitions are as follows:**

- A - Excellent attainment of course objectives
- B - Good attainment of course objectives
- C - Satisfactory attainment of course objectives
- D - Passing, less than satisfactory attainment of course objectives
- F - Failing
- I - Incomplete. Satisfactory but incomplete work for unforeseeable, emergency, and justifiable reasons
- W - Withdrawal. This grade may be assigned upon student petition or may be assigned by the instructor.
- P - Pass, at least satisfactory (C or better)
- NP - No-pass, less than satisfactory or failing
- RD - Report Delayed. Assigned only by the director, admissions and records
- RD Report Delayed. Assigned only by the director, admissions and records

**Grade Point and Grade Point Average**

Allan Hancock College uses the same system of grade points which the four-year colleges and universities use to give an overall appraisal of a student's level of achievement.

- A - 4 grade points per unit earned
- B - 3 grade points per unit earned
- C - 2 grade points per unit earned
- D - 1 grade point per unit earned
- F - 0 grade points per unit earned
- P, NP, W and I - Not included in computing GPA.

The grade point average (GPA) is determined by multiplying the grade points for each unit times the number of units and then dividing the total units attempted into the total grade points received. (P, I, W, NP are not included in the GPA computation). See example.
4 units of B x 3 points = 12 grade points
2 units of A x 4 points = 8 grade points
2 units of C x 2 points = 4 grade points
3 units of D x 1 point = 3 grade points
1 unit of F x 0 points = 0 grade points
12 units = 27 grade points

Allan Hancock College annotates two grade point averages on a student's academic transcript. The Allan Hancock cumulative GPA is based on all units attempted and units earned in all Allan Hancock College credit courses. The degree applicable total is based on the total number of units attempted and units earned in Allan Hancock College degree applicable credit courses.

Students are expected to monitor their own grade point averages to ensure that their scholarship meets individual program, financial aid, or transfer requirements. Veterans should refer to the Veterans' Bulletin.

Pass/No-Pass Grading Policy

No later than the first 30 percent of the semester, students may elect whether the basis of evaluation is to be pass/no-pass or a letter grade. Pass/no-pass courses are so designated in the Announcement of Courses section of the catalog.

A student may elect the pass/no-pass option by completing the pass/no-pass option form and submitting it to the Admissions and Records office in Santa Maria, the Lompoc Valley, Solvang, or Vandenberg AFB centers, before the published deadline listed in the schedule of classes and the academic calendar in the college catalog. A student who has declared an option may not later rescind that choice. It is the student's responsibility to check the college catalog or with a counselor to verify that the course is offered with the pass/no-pass option.

The grades assigned to students electing the option will be P (pass) for those who have attained course objectives to the satisfaction of the instructor, NP (no-pass) for those who have not attained the course objectives, or I (incomplete). The mechanics of pass/no-pass grading are as follows:

1. students who perform at a level equivalent to A, B, C will receive the grade P. Students will be awarded units for the course but their grade point averages will not be affected.
2. students who perform at a level equivalent to D or F will receive NP as a grade. No units will be granted and no grade points will be awarded.
3. for classes starting after the beginning of the semester or term, the option must be declared at the time of enrollment.

Limitations on Pass/No-Pass Grades

Courses taken on a pass/no-pass basis cannot be used to meet major requirements for degrees or certificates. Students transferring to four-year schools should not elect more than one class per semester for pass/no-pass. No more than 16 units of P graded courses may be applied toward an AA/AS degree and courses in the major shall not be taken on a P/NP basis. Certain courses such as health occupations laboratory classes (pass only) are exceptions.

Incomplete (I)

The grade of I may be given for satisfactory but incomplete work for unforeseeable, emergency, and justifiable reasons at the end of the semester or term. The instructor will indicate the condition of the removal of the I and the grade assigned in lieu of its removal, will give one copy to the student and will file a copy with the Admissions and Records office. A final grade will be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The I may be made up no later than 180 calendar days following the end of the semester or term in which it was assigned.

Withdrawal (W)

This grade may be assigned upon student petition or may be assigned by the instructor. Students may obtain a program change form from the Admissions and Records office, the Lompoc Valley, Vandenberg AFB, or Solvang centers and complete it any time prior to the last day of the 12th week of a semester class or 75 percent of shorter term classes. An instructor may drop a student for nonattendance and assign a W within the same time limits. A grade of W may not be given after the times indicated above.

A student who officially withdraws from a class during the first four weeks of semester length classes or during the first 25 percent of a term will receive no grade of record.

Military Withdrawal (W)

A student who is an active or reserve member of the U.S. military may be assigned a withdrawal symbol at any time after the period established by the governing board for withdrawal from class. The W symbol may be assigned upon verification of military orders. The student must submit a written request to withdraw and attach military orders. Contact the Admissions and Records office for further information.

Remedial Course Limit

Allan Hancock College offers courses which are defined as remedial. Remedial courses are those credit courses in reading, writing, math, English, learning skills, study skills, and English as a Second Language, which have been designated as non-degree applicable courses designed to assist the underprepared student to develop the academic skills necessary for college level work.

No student shall receive more than 30 semester units of credit for remedial course work. Exceptions to this 30-unit limit are students enrolled in one or more courses of English as a Second Language and students identified by the district as having a verified learning disability. Students who reach the 30-unit limit and do not elect to advance to the college level program, will be referred to the college’s noncredit basic education program. Students wishing to continue in the credit remedial program may petition for a waiver of the limitations of this policy.

Petition forms are available in the Admissions and Records office. Petition forms should be completed and filed with the Remedial Appeals Committee.

Petitions will be evaluated on the basis of the student's measurable progress toward the development of skills appropriate to enrollment in college level classes. Documentation of measurable progress may be reflected in instructor/counselor evaluations, pre- and post-tests, or progress as stated in the individual’s Student Educational Plan (SEP). If a waiver is granted, it should not exceed one academic year.
GRADES

Final grades will be made available to students as soon as possible after the end of each semester. Grade cards are not mailed to students. Grades are accessible online by clicking on the myHancock link. Subject to Education Code 76224, the grades awarded by an instructor in the absence of mistake, fraud, bad faith, or incompetency, are final and cannot be changed without instructor consent. All grades will be final unless the instructor reports an error in grading to the Admissions and Records office no later than three months after the end of the semester or term in which the grade was earned.

GOOD STANDING, PROBATION, AND DISMISAL

General

Students at Allan Hancock College are required to maintain a specific level of academic performance to be in good standing. This performance is based on the provisions of Title V of the California Administrative Code and the Governing Board of Allan Hancock College. If a student has attempted eight or more units at Allan Hancock College but cannot maintain good standing, he/she will be placed on probation. Probationary students will be assisted to regain good standing.

Good Standing

A 2.0 (C) is the minimum Allan Hancock College standard for a satisfactory grade point average. The college’s minimum progress standard requires that a student complete at least half of the units attempted with a letter grade (A,B,C,D,F) or a P (pass). The student who meets the minimum cumulative progress standards and has both a semester and cumulative grade point average of 2.0 or above will be in good standing at Allan Hancock College.

Academic Probation

The student who has attempted eight or more semester units at Allan Hancock College and has a grade point average (GPA) of less than 2.0 (C) for the most recently completed semester, or has a cumulative grade point average of less than 2.0 for all attempted units, will be on academic probation.

First-time Academic Probation

This condition exists the semester following the first semester the student's semester GPA or cumulative GPA drops below 2.0. The student is encouraged to meet with a counselor to determine appropriate action to resolve the problem.

Second-time Academic Probation

If at the end of the first semester of academic probation the student has not achieved a 2.0 cumulative GPA, a second-time probationary status will result. A student on second-time academic probation will be required to meet with a counselor to identify the deficiencies that resulted in the probation status, determine what actions are needed to regain and maintain a 2.0 GPA, and develop a course schedule for the upcoming semester. A student on second-time probation is limited to 9 units of credit courses. If a student on second-time academic probation earns a semester GPA of a 2.0, but the cumulative GPA is less than 2.0, the student remains on probation until their cumulative GPA reaches at least a 2.0.

Progress Probation

The student who has attempted eight or more units at Allan Hancock College, but has not completed at least 50 percent of those units with a grade of A,B,C,D,F, or P (pass) will be on progress probation.

First-time Progress Probation

This condition exists the semester following the first semester the student has not completed at least 50 percent of the units he/she has attempted with a grade of A,B,C,D,F or P. The student is encouraged to meet with a counselor to determine appropriate action to resolve the situation.

Second-time Progress Probation

If at the end of the first semester of progress probation the student has not completed 50 percent of the attempted units, a second-time progress probation status will result. A student on second-time progress probation will be required to meet with a counselor to identify the deficiencies that created the probation status, determine what actions are needed to complete 50 percent of the units taken, and develop a course schedule for the upcoming semester. A student on second-time probation is limited to 9 units of credit courses. If a student on second-time progress probation completes at least 50 percent of the units attempted, but the overall percentage is still less than 50 percent, the student remains on probation until their completed units reach at least 50 percent of the units attempted.

Notification of Probation

Students on academic and/or progress probation will be notified by letter at the end of the semester explaining their deficiencies. The letter encourages students to meet with a counselor to identify the deficiencies that led to their probation status, determine what actions are needed, and to develop a course schedule for the upcoming semester. Students who have been dismissed receive a letter notifying them of their dismissal. The letter also includes an application for reinstatement to the college.

Probation Appeal Provision

A student who is placed on probation may submit an appeal. For appeal forms and guidelines, contact the office of the dean of counseling and matriculation.

Dismissal

A student who does not meet the college’s minimum standards while on second-time probation status will be subject to dismissal from the college. A dismissed student is not eligible to register for credit classes.

Notification of Dismissal

Students will be notified by letter that they are subject to dismissal. The dismissal letter will include an explanation of dismissal, the procedure for reinstatement, and the procedure to appeal the dismissal.

Reinstatement

A student who has been dismissed from the college may complete a reinstatement application to be considered for enrollment. The application will be submitted to the Counseling Office and will be reviewed by the Probation Committee. If the application provides a reasonable assurance that the student will be able to meet minimum Allan Hancock College requirements, it will be approved and the student will be reinstated to the college. The reinstatement application and additional information regarding probation are available in the
Counseling Office and on the Counseling website. The deadline for submitting a reinstatement application may be found in the schedule of classes.

Dismissal Appeal Provision

The Probation Committee reviews each application for reinstatement and the dean of counseling and matriculation acts on appeals in the event that a student is denied reinstatement and is requesting additional consideration.

Removal from Probation

A student will be automatically removed from probation when the cumulative grade point average reaches 2.0 or higher and the completed units reach 50 percent or above for all accumulated units of enrollment.

TRANSCRIPTS

There is no charge for the first two transcripts of a student's record issued by Allan Hancock College. There is a charge of $2 for each additional transcript and $5 if demand service is requested. Transcripts of grades for students who fail to return equipment or who have any unpaid accounts are withheld until the financial obligation is cleared. The Admissions and Records office reserves up to 10 working days to process transcript requests.

STUDENT RECORDS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - Release of Information

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records. They are:
   - The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Allan Hancock College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Allan Hancock College has contracted (such as an attorney, auditor, collection agent, degree conferral & transcript processing agent, document managing agent, and placement sites for internship or similar student work/study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; consultants, volunteers or other outside parties to whom Allan Hancock College has outsourced institutional services or functions that it would otherwise use employees to perform. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. As allowed within FERPA guidelines, Allan Hancock College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Allan Hancock College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue SW
   Washington, DC 20202-4605

At its discretion Allan Hancock College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Allan Hancock College includes the following: name, date and place of birth, dates of attendance, most recent previous public or private school attended, major field of study, hometown, participation in officially recognized activities and sports, weight and height, and high school of graduation of athletic team members; degrees and awards received by students, including honors, scholarship awards, athletic awards, and deans list recognition. Students may withhold Directory Information by notifying the director of Admissions and Records Office; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request. Requests for non-disclosure will be honored by Allan Hancock College for no more than one academic year. Re-authorization to withhold Directory Information must be filed annually in the Admissions and Records Office.

PHOTO AND VIDEOTAPE POLICY

Allan Hancock College takes photos of and videotapes students throughout the year. These images often include students in classrooms, study areas, athletic events, etc. Allan Hancock College reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at Allan Hancock College do so with the understanding that these photographs might include them and might be used in college publications, both printed and electronic, and for publicity.

COPYRIGHT REGULATIONS

Allan Hancock College complies with all federal regulations, including the TEACH Act. Students and staff are prohibited...
from using the Allan Hancock College network to illegally
download or share music, videos, or other copyrighted
materials. In accordance with the Higher Education Opportu-
nity Act (HEOA) and Digital Millennium Copyright Act,
college administrators may be obligated to provide copyright
holders and law enforcement officials information about AHC
network users who have violated the law. There may be both
civil and criminal penalties and fines for copyright violations.
For questions pertaining to copyright issues, please contact
the associate dean, learning resources, at 922-6966,
ext. 3475.

USA PATRIOT ACT
Allan Hancock College complies with the requirements of the
USA PATRIOT Act. This law provides federal officials with
the authority to conduct searches of business records and
data. Examples of records and data that might be
retrieved include, but are not limited to
- Email records on computers and servers
- Internet search history on computers and servers
- Library user records
- Telephone call logs
- Student records and files

EXPLANATION OF COLLEGE TERMS
A.A., Associate in Arts Degree: General degree granted by
California community colleges. See Graduation Require-
ments.
A.S., Associate in Science Degree: General degree
granted by California community colleges having more em-
phasis on two-year vocational training than the A.A. degree.
See Graduation Requirements.
Advanced Standing: Classification of student who has had
previous college work.
Bachelor’s Degree: Degree granted by four-year colleges.
Usually the bachelor of arts (B.A.) or the bachelor of science
(B.S.).
Class Schedule: The listing of courses including hours, in-
structors, and room assignments to be offered each seme-
ter or term.
Counselor: Trained faculty member assigned to assist
students with personal, career, vocational and educational
planning and development.
Credit (graded) Course: Course for which units are granted.
Electives: Courses elected by the student which do not
fulfill any specific requirement but provide units toward the
degree.
Fast Track: Courses held throughout the semester. Fast
Track classes meet eight weeks or less, many are only one
or two days, some are on weekends. Space permitting, stu-
dents can register for classes up to the first day of class.
General Education: Certain groups of courses required of
all degree candidates regardless of their major. These differ
for the A.A. and A.S. degrees and from those general educa-
tion courses required for transfer. See Transfer Information
and Graduation Requirements.
Lower Division: The first two years of college work, i.e.
freshman and sophomore years and/or courses. By law, only
lower division work can be offered at Allan Hancock College.
Major: The major field of study a student plans to pursue,
e.g. biology, nursing, etc.

Noncredit (ungraded) Course: Course for which no units
are given. This catalog contains only credit courses.
Pass/No-Pass Grading: A grading system allowing a course
be taken for a grade of P (Pass) or NP (No Pass) rather
than for a letter grade. See Policies and Procedures for de-
tails.
Semester Unit: A semester unit represents one hour of
lecture, two hours of activity, or three hours of laboratory per
week for a semester. Graduation requires 60 semester units.
One semester unit is equivalent to one and a half quarter
units.
Student Study Load Requirements: Programs of 12 units
or more are considered “full-time” for enrollment verification
purposes for fall and spring semesters. Enrollment in four
units or more is considered “full-time” during the summer
session.
Term: Classes that are accelerated into an eight-week term.
There are two eight-week terms within each semester. Term
classes have uniform beginning and ending dates and
established registration deadlines. Final grades for Term 1
are not available until the end of the fall semester. Term 3
grades are not available until the end of the spring semester.
Upper Division: The last two years of college work, i.e.
junior and senior years and/or courses. Upper division work
is not offered at Allan Hancock College.
Transfer Information

Students planning to enter a university or four-year college after attending Allan Hancock College are encouraged to consult the catalog of the college or university to which they intend to transfer. Admission requirements, as well as major and general education requirements, vary from institution to institution and students must assume the responsibility for selecting the courses which will permit them to achieve their educational objectives.

In addition to a wide range of general education classes, Allan Hancock College offers many of the courses that are required for the major or as preparation for the major. The professional counseling staff is available to assist students in planning a program of study that will allow them to enter the transfer institution at the junior level (upper division) in order to continue completing work toward the baccalaureate degree.

Catalogs for the California State Universities, Universities of California, and many of the California independent universities and colleges are available in the University Transfer Center for student use. The center also provides assistance in completing applications for admission to campuses of the University of California and the California State University, as well as in obtaining applications for other institutions. Other center services include access to the Internet, application workshops, the facilitation of direct student contact with staff from four-year colleges, field trips to four-year colleges and/or universities, and assistance with the articulation and transferability of courses. Potential transfer students are encouraged to make full use of the resources and services available in the University Transfer Center.

Priority Admission Transfer (P.A.T.)

Transfer can be a complicated process. The Priority Admission Transfer program exists at Allan Hancock College to simplify the process and ensure students a smooth transition to four-year colleges and universities. While some universities offer transfer guarantees, at other colleges it is ultimately the student’s responsibility to successfully complete the correct classes and earn a competitive GPA. Students who follow the P.A.T. plan will earn priority admission consideration during the application process. Students planning to transfer must work closely with a transfer counselor in order to complete the specific guidelines for the Priority Admission Transfer program. The following colleges and universities are included:

- California Polytechnic State University, San Luis Obispo
- California Polytechnic State University, Pomona*
- California State University, Bakersfield*
- California State University, Channel Islands (guarantee)
- California State University, Fresno*
- California State University, Fullerton (guarantee)
- California State University, Monterey Bay (guarantee)
- California State University, Northridge (guarantee)
- San Jose State University (guarantee)
- University of California, Davis (guarantee)
- University of California, Irvine (guarantee)
- University of California, Merced (guarantee)
- University of California, Riverside (guarantee)
- University of California, San Diego (guarantee)
- University of California, Santa Barbara (guarantee)
- University of California, Santa Cruz (guarantee)
- Westmont College
- Chapman University College, Santa Maria Valley Campus (guarantee)
- University of La Verne, Central Coast Center*
- Embry Riddle Aeronautical University, VAFB*
- Antioch University, Santa Barbara*
- Columbia College, San Luis Obispo Center*

* Admits all eligible AHC students

As each participating college or university has specific requirements, students who wish to take advantage of the Priority Admission Transfer program must work with the University Transfer Center to develop and complete an approved course of study.

Transfer Recognition Award

Allan Hancock College recognizes students who have completed a minimum of 24 units in residence and who have been accepted by an accredited four-year college or university, or to an accredited professional school requiring a minimum of three years of post-secondary education. Qualified students are eligible to receive the Transfer Recognition Award and to have their name annotated on the commencement program whether or not the student petitions to graduate. Information concerning specific requirements for this award may be obtained from the University Transfer Center.

Transfer to the University of California

Berkeley - Davis - Irvine - Los Angeles - Merced - Riverside - San Diego - San Francisco - Santa Barbara - Santa Cruz

Uniform Entrance Requirements

Nine of the ten University of California campuses have uniform entrance requirements and certain features in common. Each campus is also distinctive and not all majors are offered on all campuses. Students should study the list of undergraduate colleges, schools, and majors available on each campus to determine which will best satisfy their educational needs. Students may find it helpful to discuss the particular advantages each campus has to offer with a counselor.

Admission from Community Colleges

It is expected that students transferring from community colleges will have completed the entrance requirements described in University of California publications and catalogs.

Students who were eligible for admission to the University of California based upon high school grade point average, SAT or ACT scores, and subject pattern completion, may be eligible to transfer with less than 60 college semester units (lower division transfer). However, the student must maintain a C average while attending Allan Hancock College. Some campuses of the UC system will not accept lower division transfer students. Check with a University Transfer Center counselor to determine available options. Students who met the grade point average requirements, but were ineligible for admission to the university from high school because of subject matter deficiencies, must complete a minimum of 12 acceptable units with a GPA of 2.0 or better and, if completed or made up missing college preparatory subject requirements. A grade of C or better (C- is not acceptable) is required in each course used to make up a deficiency. Students who were ineligible for admission to the university
from high school based upon both grade point average and subject deficiencies must have 60 UC transferable semester units including two approved courses in English composition, one approved UC transferable math course, four approved UC transferable courses from at least two areas in arts and humanities, social and behavioral sciences, and biological and physical sciences. The UC list of eligible courses is available in the University Transfer Center. A minimum 2.4 grade point average is required in all transferable coursework. Students who meet these minimum standards, while eligible for admission to a UC campus, may not be accepted to a major or department. In the case of impacted majors and/or campuses, other selection criteria are also used. Students who have questions regarding their eligibility should check with the Counseling office and/or the University Transfer Center.

A maximum of 70 community college semester units will be accepted for transfer by the university. Units earned at four-year colleges will be evaluated separately by UC for acceptance. In the Announcement of Courses section of this catalog, courses that are transferable to the University of California are identified. In addition, a list of Allan Hancock College courses acceptable at all university campuses is available in the University Transfer Center.

Intersegmental General Education Transfer Curriculum (IGETC Certification) Requirements

The Intersegmental Committee of the Academic Senates approved the Intersegmental General Education Transfer Curriculum (IGETC) which was implemented fall 1991. The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC provides an option to the California State University General Education Requirements and replaces the University of California Transfer Core Curriculum. The Intersegmental General Education Transfer Curriculum will permit a student to transfer from a community college to a campus in either the California State University or the University of California without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education requirements.

In order to facilitate the transfer of AHC students who plan to attend a campus of the University of California or California State University system, certification of IGETC requirements may include previously completed courses from other institutions as well as courses completed in residence.

Courses completed at other campuses of the California community colleges must be certified in accordance with the pattern of the source institution. It is the student’s responsibility to provide: A) an official copy of his or her external transcript(s); and B) a dated general education certification pattern from the source institution which coincides with the term or terms in which such courses were completed.

Courses that have been completed at a regionally accredited institution other than a California community college will be included only under the following circumstances:

1. the student provides an official transcript, catalog description(s) and, if required, dated course outline(s);

2. the course is determined to be equivalent to a course in Allan Hancock College’s IGETC pattern through the pass-along process, and the student completed the course with a C grade or better.

Unit and subject-matter credit for Advanced Placement (AP) exams will be included in the IGETC certification in accordance with the Intersegmental Committee of the Academic Senate’s Standards, Policies and Procedures for IGETC document. Students wishing to use units awarded for AP should check with the Counseling office or University Transfer Center.

Generally, the evaluation and certification of general education requirements is done only once. In those cases where, for some reason, a revision is needed, the student may be required to pay a fee of $10 for the service.

All courses must be completed with a grade of C or better (C- is not acceptable).

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of the CSU or UC prior to transfer. Some students, particularly those students majoring in engineering, computer science or sciences, may find it advantageous to take courses fulfilling those of a particular CSU or UC campus.

The 2009-2010 Intersegmental General Education Transfer Curriculum is shown below.

Courses cannot be used in more than one area

**Area 1 English Communication**

1A English Composition [3] {1}
ENGL 101

1B Critical Thinking [3] {1}
ENGL 103 #Fall 96
PHILOS 114 #Fall 93

1C (CSU Only) Oral Communication [3] {1}
SPEECH 101, 102, 106 #Spring 05

**Area 2 Mathematical Concepts and Quantitative Reasoning [3] {1}**
MATH 123*, 131*, 135*, 141*, 181*, 182, 183, 184

**Area 3 Arts and Humanities [9]**

3A Arts [3] {1}
ART 101, 103, 104, 105, 106
DANCE 101
DRAMA 103, 110, 111
FILM 101, 102, 107
MUSIC 100, 101, 102, 104, 106 #Spring 05

3B Humanities [3] {1}
ENGL 102 #Fall 96, 130, 131, 132 #Fall 99, 133, 135, 138 #Spring 05, 139 #Fall 99, 143 #Fall 00, 144 #Fall 08, 145, 146, 148 #Fall 96
FILM 103 #Spring 06
FRENCH 102 #Fall 02
HIST 101 #Fall 95, 102 #Fall 96, 104, 105, 138 #Fall 03
HUM 101 #Fall 95, 102 #Fall 96, 104 #Fall 96, 105 #Fall 96
ITAL 102 #Fall 96
PHILOS 101, 102, 105, 121, 122
SONLING 121 #Fall 02, 138 #Fall 03
SPAN 102, 103, 104, 112 #Spring 07 148 #Fall 96
Area 4 Social and Behavioral Science [9] {3} 
(2 different disciplines)

4A Anthropology and Archaeology
ANTHRO 102, 103

4B Economics
BUS 141 #Spring 05
ECON 101, 102, 141 #Spring 05
INT ST 141 #Spring 05

4E Geography
GEOG 102, 103

4F History
HIST 103#Spring 07, 107*, 108*, 118*, 119, 120
#Fall 99, HUM 103#Spring 07

4G Interdisciplinary, Social and Behavioral Sciences
PSYCH 104
SOC 104 #Fall 05, 155#Fall 08
SPEECH 110 #Spring 06

4H Political Science, Government and Legal Institutions
POL SC 101, 103, 104

4I Psychology
PSYCH 101, 112, 113, 117, 118

4J Sociology and Criminology
SOC 101, 102, 110, 120, 160#Fall 08

Area 5 Physical and Biological Sciences [7] {2} 
(1 lab required)

5A Physical Science {1}
ASTRON 100
CHEM 120, 150, 151
ENV ST 102 #Fall 02
GEOG 101
GEOL 100, 114, 131#Fall 02, 141#Fall 02
PHY SCI 111*, 112*
PHYS 100, 110*, 141*, 142*, 161*, 162*, 163*

5B Biological Science {1}
ANTHRO 101, 110 #Spring 06
BIOL 100*, 120, 124, 125, 132, 135, 150, 154, 155
ENV ST 101 #Fall 02

Area 6 (University of California only) Proficiency in a language other than English or

FRENCH 101
ITAL 101 #Fall 96
SGNLNG 120
SPAN 101, 121

NOTE: * means there may be a unit limitation
___ means it transfers as a lab/activity/practice course
[] means a minimum number of units is required
{} means a minimum number of courses is required
# can use if taken indicated semester or later

Courses used to meet this requirement may be used to satisfy requirements for IGETC.

*Indicates that transfer credit may be limited by either UC or CSU. Please consult with a counselor for more information.

TRANSFER TO THE CALIFORNIA STATE UNIVERSITY

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

Admission from Community Colleges

Students who were eligible for admission to the California State University based upon their high school grade point average and SAT or ACT scores may be eligible to transfer with less than 60 college semester units (lower division transfer). However, the student must have maintained at least a C average in all college work and must be in good academic standing. Some campuses of the CSU system will not accept lower division transfer students. Check with a University Transfer Center counselor to determine available options.

Students who were not eligible for admission from high school must complete 60 transferable college semester units with a 2.0 average. Students who meet these minimum standards, while eligible for admission to a CSU campus, may not be accepted into a major or department. In the case of impacted majors and/or campuses, other selection criteria are also used.

Allan Hancock College courses that are numbered from 100 to 199 are accepted by the California State University system as transferable and students may transfer up to 70 community college semester units. In the Annoucement of Courses section of this catalog, courses that are transferable to the California State University system are identified. Units that a student completed at a four-year college will be evaluated separately by the CSU campus.

California State University General Education Certification Breadth Requirements

Since 1981, the California State University (CSU) has required that a minimum of 48 semester units of general education courses be completed before a baccalaureate degree would be awarded. Up to 39 of these units may be certified by a community college.

In order to facilitate the transfer of Allan Hancock College students who plan to attend a campus of the California State University system, our certification of general education breadth requirements may include previously completed courses from other institutions as well as courses completed in residence.

Courses completed at other campuses of the CSU or at California community colleges must be certified in accordance with the pattern of the source institution. It is the student's responsibility to provide: A) an official copy of his or her external transcript(s); and B) a dated general education certification pattern from the source institution which coincides with the term or terms in which such courses were completed.

CSU Graduation Requirement in U. S. History and American Institutions

Not part of IGETC; may be completed prior to transfer, six units, one course in political science (POL SC 101 or 103) and one course in history (HIST 107* or 108* or 118*).
Courses that have been completed at a regionally accredited institution other than a California community college or CSU will be included only under the following circumstances:

1. the student provides an official transcript, catalog description(s) and, if required, dated course outline(s);
2. the course is determined to be equivalent to a course in Allan Hancock College’s CSU general education pattern through the pass-along process, and the student completed the course with a C grade or better.

Unit and subject-matter credit for Advanced Placement (AP) exams will be included in the California State University certification of general education requirements in accordance with the CSU Chancellor’s Office policy. Students wishing to use units awarded for AP should check with the Counseling office or the University Transfer Center.

Generally, the evaluation and certification of general education requirements is done only once. In those cases where, for some reason, a revision is needed, the student may be required to pay a fee of $10 for the service.

A MAXIMUM OF 39 UNITS IN GENERAL EDUCATION MAY BE CERTIFIED BY ALLAN HANCOCK COLLEGE. A minimum of nine additional units in upper division courses must be completed after transfer. A petition for general education certification is available at the Counseling office or the University Transfer Center.

NOTE: No course may be counted in more than one area. Transfer applicants must complete a minimum of 30 semester units including Area A and B4 on this pattern with a grade of C or better (C- is not acceptable) in each course.

The 2009-2010 approved California State University General Education pattern is shown below.

### Area A English Language Communication and Critical Thinking [9]

- **A1** Oral Communication [3]
  - SPEECH 101, 102, 106

- **A2** Written Communication [3]
  - ENGL 101

- **A3** Critical Thinking [3]
  - ENGL 103
  - PHILOS 112, 114
  - SPEECH 106

### Area B Scientific Inquiry and Quantitative Reasoning [9] (1 lab)

- **B1** Physical Science {1}
  - ASTRON 100
  - CHEM 110, 120, 150, 151
  - ENV ST 102
  - GEOG 101
  - GEOL 100, 114, 131, 141
  - PHY SCI 111, 112
  - PHYS 100, 110, 141, 142, 161, 162, 163

- **B2** Life Science {1}
  - ANTHRO 101
  - BIOL 100, 120, 124, 125, 126, 128, 132, 135, 150, 154, 158
  - ENV ST 101

- **B3** Laboratory Activity
  - ANTHRO 110 or one of the courses in category B1 or B2 must be with a lab

### Area C Arts and Humanities [9] (at least one course in Arts and Humanities)

- **C1** Arts [3]
  - DANCE 101, 110, 120, 130
  - DRAMA 103, 104, 110, 111
  - FCS 144
  - FILM 101, 102, 107 110, 115
  - GRAPHICS 110
  - MMAC 115
  - MUSIC 100, 101, 102, 104, 106, 110, 134, 140
  - PHOTO 110

- **C2** Humanities [3]
  - ENGL 102, 106, 130, 131, 132, 133, 135, 137, 138, 139, 143, 144, 145, 146, 148
  - FILM 103
  - FRENCH 101, 102
  - HIST 101, 102, 104, 105, 138
  - HUM 101, 102, 104, 105
  - ITAL 101, 102
  - PHILOS 101, 102, 105, 121, 122
  - SGNLNG 121, 138
  - SPAN 101, 102, 103, 104, 112, 120, 121, 148
  - SPEECH 108

### Area D Social Sciences [9] (only 6 units in each discipline)

- **D0** Sociology and Criminology
  - SOC 101, 102, 110, 120

- **D1** Anthropology and Archaeology
  - ANTHRO 102, 103, 160

- **D2** Economics
  - BUS 121, 141
  - ECON 101, 102, 121, 141
  - INT ST 141

- **D3** Ethnic Studies
  - HIST 120
  - SOC 120

- **D5** Geography
  - GEOG 102, 103

- **D6** History
  - HIST 103, 107, 108, 118, 119, 120, HUM 103

- **D7** Interdisciplinary Social or Behavioral Science
  - PSYCH 104
  - SOC 104, 155
  - SPEECH 103, 110

- **D8** Political Science, Government and Legal Institutions
  - POL SC 101, 103, 104

- **D9** Psychology
  - PSYCH 101, 112, 113, 115, 117, 118
NOTE: U.S. History and American Institutions Requirement

The California State University system will not award a degree until a student fulfills the U.S. History and American institutions requirement. Any of the course combinations listed below will satisfy this requirement.

1. HIST 107 and either POL SC 101 or 103
2. HIST 108 and either POL SC 101 or 103
3. HIST 118 and either POL SC 101 or 103

NOTE: Some CSUs will not allow the units earned by fulfilling this requirement to be used in Area D; other CSUs will count the units in both areas. Check the CSU college catalog for a specific campus or with the University Transfer Center. Political Science courses used to meet this requirement must have been completed in a California institution.

Area E Lifelong Understanding and Self Development [3]

FCS 109, 110, 112, 131
H ED 100
HU SER 110
PD 100, 101
PSYCH 106, 112, 113, 117, 118
SOC 106, 110
SP INS 101

NOTE: No course may be counted in more than one area
___ means it transfers as a lab/activity/practice course
[] means a minimum number of units is required
{} means a minimum number of courses is required

Lower Division Transfer Patterns (LDTP)

The Lower Division Transfer Patterns (LDTP) is a program sponsored by the California State University (CSU) and supported by the California Community Colleges that presents potential transfer students with the most direct path to a bachelor’s degree in the CSU system. Community college students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus. Students will be asked to successfully complete a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to successfully complete an additional set of courses identified by the particular CSU campus named in the LDTP agreement. For more information on the CSU LDTP, contact the University Transfer Center at ext. 3363.

STUDENT SUCCESS FACTS

Allan Hancock College each year assists thousands of students to reach a wide variety of educational goals, including completion of associate degrees, completion of certificate programs and successful transfer to four-year institutions.

Each semester, Allan Hancock College enrolls approximately 3,100 full-time students and another 7,500 part-time students. Approximately 1,300 graduate annually with associate of arts degrees, associate of science degrees or certificates of completion. In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Allan Hancock Joint Community College District to make available its completion and transfer rates to all current and prospective students. In fall 2004, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Following are their completion and transfer rates. These rates do not represent the success rates of the entire student population at Allan Hancock College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 33 percent attained a certificate or degree or became ‘transfer-prepared’ during a three-year period, from fall 2004 to spring 2007. The state average is 25 percent. Students who are ‘transfer-prepared’ are defined as those who have completed 56 transferable units with a GPA of 2.0 or better. The college’s SRTK transfer rate was 16 percent. Students who received an AHC degree before transferring or who took more than three years to transfer are not included in this percentage.

Keep in mind that SRTK rates, as stated above, are based upon about 7 percent of AHC’s student population, and while the cohort definition of tracking first-time, full-time, degree-seeking freshmen may be an appropriate measure for a four-year institution, it examines a much smaller portion of the Allan Hancock College student population.

The rates do not indicate the progress of part-time students; non-degree seeking students; students seeking career refresher courses and professional certifications, and many other student groups.

The college educates many more university transfer students, but not within the narrowly-defined timeline of this study. Others are not counted because they earned a degree before transferring or transferred to a private university not participating in the national program for data collection.

A more meaningful measure of transfer success is the acceptance rate Hancock students experience at universities. This is the percentage of students who are accepted at their university of choice, compared to the number who apply. For example, in fall 2008, as in the previous eight out of 11 years, Allan Hancock College students achieved the highest transfer acceptance rate to Cal Poly, San Luis Obispo, than students from all other Central Coast community colleges.
GRADUATION REQUIREMENTS FOR
THE ASSOCIATE IN ARTS AND
ASSOCIATE IN SCIENCE DEGREES

Allan Hancock College offers two types of associate degrees. The associate in arts degree is designed for the student desiring a lower-division preparation experience in order to transfer to a four-year public or private university or college. The associate in science degree is designed for the occupationally-oriented student. It provides training within specific occupational areas.

The associate degree requires the completion of all graduation requirements listed in this catalog and fulfillment of the specified major requirements. Students planning to transfer to a four-year institution should refer to "Transfer Information" in this catalog.

All students who have satisfied the graduation requirements listed below are encouraged to petition for admission to the appropriate associate degree even though they may be planning to transfer to a four-year institution. Students planning to transfer to the California State University or the University of California systems should see the General Education requirements listed under "Transfer to the California State University" or "Transfer to the University of California" in this catalog before selecting courses to meet the associate degree requirements.

The associate in arts or associate in science degree will be awarded when the following requirements have been met:

1. A MINIMUM OF 60 UNITS have been completed satisfactorily. A maximum of 12 units of workshop and no more than 16 units of P graded courses can be applied toward an AA/AS degree. Only 100 and 300 level courses will apply to the degree.

2. A GRADE POINT AVERAGE OF 2.0 or better has been earned for all college work attempted.

3. A PETITION FOR GRADUATION has been filed in the Admissions and Records office by the published deadline.

4. A MINIMUM OF 12 UNITS toward the degree have been completed at Allan Hancock College (Title 5, Section 55802).

5. A MINIMUM OF 2 UNITS IN PHYSICAL EDUCATION, HEALTH EDUCATION, OR FIRST AID SAFETY have been completed, selected from the following courses:
   - Administration of Justice 320
   - Dance (any activity course)
   - Emergency Medical Services 102, 301
   - Food, Science and Nutrition 109
   - Fire Technology 307
   - Health Education 100
   - Human Services 126
   - Nursing 318 or 328 or 338
   - Physical Education (any activity course)

6. COMPETENCY IN READING, IN WRITTEN EXPRESSION, AND IN MATHEMATICS has been demonstrated.
   - Students will demonstrate competence in reading by completing the general education requirements (below).
   - Students will demonstrate competence in written expression by completing English 100 (grade C or higher) or English 101 (grade C or higher). Note: Students who plan to transfer to a four-year institution should demonstrate competence in written expression by completing English 101 rather than English 100.
   - Students will demonstrate competence in mathematics by meeting any one of the following standards:
     A. Pass one of the following courses with a C or better: Math 321, Math 331, Math 333/334 or any 100-level math course of at least three units.
     B. Receive a math placement recommendation for any 100-level math course based on the current Allan Hancock START process.

7. A MINIMUM OF THREE UNITS IN MULTICULTURAL/GENDER STUDIES have been completed. Courses in this category promote an understanding of the diversities and similarities of individuals and groups, and study the roles of specific cultures and genders in contemporary America. A course from the approved list may also be used to complete a general education requirement if it is listed in both places.
   - Courses that meet all or part the Multicultural/Gender Studies Requirement:
     - Anthropology 102, 105
     - Art 101, 105, 106
     - Business 107, 141
     - Dance 101, 105
     - Drama 103, 105
     - Early Childhood Studies 116, 117
     - Economics 141
     - English 105, 139, 148
     - Family and Consumer Sciences 131, 134
     - Film 101, 102, 103
     - Geography 102, 103
     - History 101, 102, 103, 120
     - Human Services 107, 113
     - Humanities 101, 102, 103
     - International Studies 141
     - Music 104, 105, 106
     - Nursing 101*
     - Philosophy 121
     - Psychology 120
     - Sociology 102, 110, 120, 122
     - Spanish 148
     - Speech 110
     * Only a 2 unit course and will only partially fulfill the requirement

8. MAJOR: A MINIMUM of 18 UNITS has been completed in an AA or AS degree major. See the AA/AS degree sheets in counseling or consult the appropriate page in this catalog for specific degree requirements. A minimum of 25 percent of the units required in the major must be completed at Allan Hancock College. A grade of C or better is necessary in each course used to complete the major. Courses taken on a pass/no-pass basis cannot be used to meet requirements for degrees or certificates.

9. GENERAL EDUCATION: A MINIMUM OF 21 SEMESTER UNITS OF GENERAL EDUCATION have been completed, three units in each of the categories listed below. General education is a pattern of courses designed to develop in students a breadth of knowledge and allow students to gain a
command of subject areas and methods of inquiry that characterize the liberally educated person. Through general education, students expand their understanding of the physical world and the complex interrelationships of individuals and groups within their social environments; understand the modes of inquiry of the major disciplines; deepen appreciation of their artistic and cultural heritage, and become aware of other cultures and times; strengthen their ability to communicate, reason, and critically evaluate information both orally and in writing; acquire a positive attitude toward learning, and develop self-understanding. As a result, they are better able to recognize, understand, and act upon the complex personal, social, scientific, and political issues that confront them.

After successfully completing the general education curriculum at Allan Hancock College, students will demonstrate ability to:
- Think logically and critically
- Use problem solving and quantitative reasoning
- Understand the role and limitations of science in society
- Understand social interaction by learning how to interact with individuals and within groups with integrity and with awareness of others' opinions
- Understand ethical issues and how to make sound decisions and judgments
- Respond to artistic and creative expression or to communicate through the visual and performing arts
- Communicate effectively and analytically in writing, listening and speaking
- Read and comprehend at the collegiate level
- Recognize a need and then acquire, evaluate, interpret, organize, and ethically communicate information from a variety of collegiate-level resources
- Develop responsibility for individual actions and respect for diverse people and cultures.

Students are permitted to use up to six (6) units to satisfy both GE and major requirements thus receiving subject credit in the major and having to select 18 or 15 units of general education from the five GE categories.

**CATEGORY 1, NATURAL SCIENCES (3 units)**
- Anthropology 101, 110 (when taken in conjunction with 101)
- Astronomy 100
- Biology 100, 120, 124, 132, 135
- Chemistry 110, 120
- Electronics 100
- Environmental Studies 101, 102
- Family and Consumer Sciences 110
- Geography 101
- Geology 100, 114, 131, 141
- Medical Assisting 301
- Physical Science 111, 112
- Physics 100

**CATEGORY 2, HUMAN INSTITUTIONS (6 units)**

A. **Social Science (3 units)**
- Administration of Justice 101
- Anthropology 102, 103, 105
- Business 121, 141
- Economics 101, 102, 121, 141
- English 105

B. **American History or Government (3 units)**
- History 107, 108, 118, 119
- Political Science 101, 103

**CATEGORY 3, HUMANITIES (3 units)**
- Art 101, 103, 104, 105
- Dance 101, 110, 120, 130
- Drama 103, 110, 111
- English 102, 106, 130, 131, 132, 133, 135, 138, 139, 144, 145, 146, 148
- Family and Consumer Sciences 144
- Film 101, 102, 103, 110
- French 101, 102
- History 101, 102, 103, 104, 105, 120, 138
- Humanities 101, 102, 103, 104, 105
- Italian 101, 102
- Latin 101
- Multimedia Arts and Communication 101 and
- Multimedia Arts and Communication 102
- Music 100, 101, 102, 104, 106
- Philosophy 101, 102, 105, 121, 122
- Photo 110
- Sign Language 138
- Spanish 101, 102, 103, 104, 105, 112, 121, 148
- Speech 108

**CATEGORY 4, LANGUAGE AND RATIONALITY (6 units)**

A. **Written Composition (3 units)**
- English 100 (grade C or higher) or English 101 (grade C or higher)

B. **Communication and Analytical Thinking (3 units)**
- Computer Business Information Systems 101, 112
- Computer Science 102, 121
- English 103, 104
- Math 100, 105, 123, 135, 181, 321
- Philosophy 112, 114
- Speech 101, 102, 106

**CATEGORY 5, LIVING SKILLS (3 units)**
- Business 130
- Early Childhood Studies 114
- Economics 130
- Emergency Medical Services 102
- Health Education 100
- Family and Consumer Sciences 109, 112, 120, 130, 131, 139
- Human Services 106, 110
- Personal Development 100, 101
- Psychology 106, 112, 113
- Sociology 106, 110
- Speech 103

**PETITIONING PROCEDURES FOR THE ASSOCIATE DEGREE**

1. All students must petition to receive a degree.
   Petitions for graduation are available at the counseling office, the Vandenberg AFB and Lompoc Valley Centers. The starting date for petitions for graduation is the first day of classes; closing dates for filing petitions for graduation are listed in the college
calendar, schedule of classes, and on the college Web site.

2. All students petitioning for the associate’s degree must first see a counselor for a preliminary requirement check. The petition must have the signature of a counselor before it will be accepted for final evaluation by the admissions and records office.

3. All course requirements must be completed on or before the final day of classes for the semester in which the student petitions.

4. Official copies of all transcripts from other colleges attended must be on file in the Allan Hancock College counseling office before a petition for graduation can be evaluated. External courses, grades, and units used to meet requirements for the associate in arts or the associate in science degree must be from an accredited college/university.

5. Students are notified in writing of their graduation status by the admissions and records office.

Students who do not satisfy the requirements for the degree for which they have applied must submit a new petition during a later filing period.

THE CERTIFICATE PROGRAM

Allan Hancock College offers two types of certificate programs, Certificate of Achievement and Certificate of Accomplishment. A Certificate of Achievement has been approved by the state and will be posted on the student’s transcript. A Certificate of Accomplishment will be posted on to the student’s permanent record, but not on the student’s transcript. Certificate programs include only those courses that have a direct bearing upon specialized occupational competencies. For this reason there is no general education requirement in a certificate program. See Programs of Study for certificates offered by Allan Hancock College.

Petitioning Procedures

1. The student must petition to receive the certificate. Petitions are obtained in the admissions and records office.

2. All students petitioning for a certificate must first see a counselor for a preliminary requirement check. The petition must have the signature of a counselor before it will be accepted for final evaluation.

3. All required courses must have been completed by the end of the semester in which the student petitions.

4. A grade of C or better is necessary in all required courses.

5. A minimum of 25 percent of the units required for the certificate must be completed at Allan Hancock College.

6. Official copies of all transcripts from other colleges attended must be on file in the Allan Hancock College counseling office.

7. Petitions are obtained in the admissions and records office.

PROFICIENCY VERIFICATION

A verification of a proficiency may be issued to a student to validate the performance of a specific skill at a prescribed level. Students should contact the department chair for further information as to what verifications are available and the specific requirements in each area.

CATALOG RIGHTS

Students are eligible to graduate under the catalog in effect at the time they meet all graduation requirements. Students must apply within three years from the date all requirements are satisfied:

1. Students who maintain continuous enrollment, i.e., those who attend at least one semester each calendar year (January-December), at Allan Hancock College or continuing at another accredited institution within the United States are eligible to graduate under the catalog in effect at the time they first enrolled at Allan Hancock College.

2. Students who do not maintain continuous enrollment are eligible to graduate under the catalog in effect the date the student last reentered Allan Hancock College (if the student maintains continuous enrollment thereafter) or the student may follow the first paragraph above.

Exceptions to the above policy may be made by the director, Admissions and Records, for medical reasons or for military service.

PROGRAMS OF STUDY

Programs of study leading to the associate in arts degree, or the associate in science degree, or certificate follow in alphabetical order. Programs, which lead to transfer to universities and four-year colleges, do not necessarily reflect the transfer requirements of specific schools. If a student wishes to receive an associate degree in a specific discipline, the requirements as set forth must be met; however, in planning a program for transfer, students should note that transfer requirements for both the major and general education vary widely. It is recommended that the students review the catalog of the school of transfer and consult with a counselor of Allan Hancock College in planning transfer objectives.

TECH PREP - Tech Prep is a carefully designed curriculum that engages students in a four-year program (two years of high school and two years of community college) to gain the knowledge, skills and values required for technical careers. A Tech Prep education (1) leads to an associate degree or certificate, (2) provides technical preparation, (3) builds student competence in mathematics, science, and communications through a sequential course of study, and (4) leads to placement in related employment or additional training. Tech Prep programs and courses are identified throughout the descriptions of degrees and announcement of courses.
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Students who complete an A.A. or A.S. degree will fulfill general education requirements and outcomes as well as program outcomes listed with the individual programs of study on the following pages.
ACCOUNTING (A.S.)

All businesses need accounting information to measure their profitability, solvency, and liquidity. Accounting is known as the language of business and without it business would be unable to communicate with lenders, stakeholders, and government authorities. The program focuses on traditional financial, managerial, and tax accounting principles and techniques. Coursework is sequenced in building blocks of knowledge and skills with an emphasis on learning by doing.

The associate degree in accounting prepares students for entry-level positions and professional advancement in public, private, and governmental accounting. Entry-level employment opportunities consist of positions such as accounts payable/receivable clerk, payroll accountant, accounting paraprofessional, tax examiner assistant, and junior cost accountant. This is a Tech Prep program (see “Programs of Study” for information about Tech Prep).

The graduate of the AS Program in Accounting will:

- Be able to record common business transactions in a manual and computerized accounting information system.
- Be able to prepare and read a set of financial statements consisting of an income statement, balance sheet, statement of stockholders’ equity, and statement of cash flows in a manual and computerized accounting information system.
- Be able to perform common managerial/cost accounting analyses to help managers make better decisions.
- Be able to prepare a basic individual and small business tax return and assist an individual or small business owner with common tax issues.
- Be proficient in the use of computer applications such as QuickBooks, Excel, and Access.

A major of 27 units is required for the associate in science degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
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<td>ACCT 130</td>
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<td>3</td>
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<tr>
<td>ACCT 140</td>
<td>Managerial Accounting</td>
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<tr>
<td>ACCT 150</td>
<td>Introduction to Accounting</td>
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<td></td>
<td>Information Systems</td>
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<tr>
<td>ACCT 160</td>
<td>Introduction to Financial Statement Analysis</td>
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<td>ACCT 170</td>
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<td>BUS 101</td>
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<tr>
<td>CBIS 101</td>
<td>Computer Concepts and Applications</td>
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</tbody>
</table>

Plus a minimum of 6 units selected from the following:

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<th>COURSE NUMBER</th>
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<td>BUS 130</td>
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<td>BUS 140</td>
<td>Survey of International Business</td>
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<tr>
<td>BUS 160</td>
<td>Business Communications</td>
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<td>CBIS 141</td>
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</tr>
<tr>
<td>CBIS 142</td>
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Recommended elective:

ACCT 359/399 Institutes/Topics in Accounting .5-3

ADMINISTRATION OF JUSTICE (A.S.)

This degree provides an educational foundation for persons aspiring to careers in law enforcement, probation, parole, court administration, corporate security or custodial corrections. Students intending to transfer to a four-year institution should discuss their programs with a counselor.

A major of 27 units is required for the associate in science degree.

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<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</table>
| Required core courses (15 units):
| AJ 101        | Administration of Justice System    | 3     |
| AJ 102        | Principles and Procedures of the Justice System | 3   |
| AJ 103        | Concepts of Criminal Law            | 3     |
| AJ 104        | Legal Aspects of Evidence           | 3     |
| AJ 105        | Community Relations                 | 3     |
| Plus a minimum of 12 units selected from Administration of Justice elective courses. Students are encouraged to discuss additional course choices with a member of the department and to focus their work upon their area of interest.

ADMINISTRATION OF JUSTICE - BASIC LAW ENFORCEMENT ACADEMY (Certificate of Accomplishment)

Thirty-nine hours lecture, nine and one-half hours lab weekly. (Seven hundred and seventy-seven hours) Limitation on enrollment: Admission by application.

An intensified course designed to satisfy all State of California requirements for basic police recruit training. Presented in an environment of serious study, rigorous physical training, and standard law enforcement disciplinary procedures, the course is open to working peace officers and other interested students.

The graduate of the Certificate Program in Basic Law Enforcement Academy will:

- Develop and demonstrate a high level of physical fitness and agility through a rigorous program of daily conditioning activities.
- Study for and pass all State of California POST exams and other State requirements for graduation from a certified law enforcement academy.

Completion of Administration of Justice 320 or 322 meets the requirements necessary to obtain a certificate of accomplishment.
AGRIBUSINESS: ENOLOGY/VITICULTURE (A.A.)
The associate degree program is designed to prepare students for upper division course work leading to a baccalaureate degree in enology or viticulture. The curriculum prepares students for entry level and advanced positions in the wine industry including wine production, quality assurance and control, cellar supervision, vineyard management, research, and production.

The graduate of the AA Program in Viticulture/Enology will:
- Demonstrate an understanding of the yearly cycle of the vineyard.
- Demonstrate the ability to make sound viticultural decisions during the entire year to ensure quality fruit and healthy vines.
- Describe and demonstrate proficiency in pruning, irrigation, canopy management, pest and disease control, fruit quality assessment, and determining time of optimal harvest.
- Demonstrate an understanding of the yearly cycle in the winery.
- Describe and demonstrate a proficiency in crushing, fermenting, and pressing.
- Demonstrate a proficiency in chemically analyzing juice, must, and wines and be able to interpret the data in order to take the appropriate action.
- Make appropriate additions to maintain wine stability and to determine the optimum time to bottle and release the wine.
- Make sound enological decisions during the course of the entire year (or years to bottling) to ensure wine quality and a clean, safe winery workplace.

A major of 31 units is required for the associate in arts degree.

COURSE
NUMBER   TITLE                                  UNITS

Required core courses (21 units):
AGBUS 101 Introduction to Winemaking            3
AGBUS 102 Introduction to Viticulture           3
AGBUS 103 Sensory Evaluation of Wine            3
AGBUS 104 Advanced Sensory Evaluation of Wine   3
CHEM 140 Introductory Organic Chemistry         4
CHEM 150 General Chemistry 1                    5

Plus a minimum of 10 units selected from the following:
AGBUS 106 Winery Organization                   3
AGBUS 135 Grapevine Physiology                  1
AGBUS 151 Winery Equipment                      2
BIOL 150 Cellular Biology                       5
CHEM 151 General Chemistry 2                    5
COM SC 102 Introduction to Computing with HTML  3
COM SC 121 Fundamentals of Programming 1        4
FSN 110 Nutrition Science                       3
CA 120 Principles of Food Preparation           4
GIS/AGBUS 111 Global Positioning Systems        1
GIS/AGBUS 112 Fundamentals of Mapping with GIS  3
MATH 135 Calculus with Applications             4
MATH 181 Calculus 1                             5
MATH 182 Calculus 2                             5
PHYS 141 General Physics 1                      4
PHYS 142 General Physics 2                      4
PSYCH 118 Human Development-Lifespan            3

AGBUS 360 Advances in Viticulture               .5
AGBUS 361 Advances in Enology                   .5

AGRIBUSINESS - WINE MARKETING AND SALES (A.S. & Certificate of Achievement)
Designed for students preparing for or advancing in careers involving selling wine to wholesalers, retailers, brokers, restaurants, and the public. Those seeking to enter or upgrade careers in the wine industry in marketing, public relations, and promotion will find this program suited to their needs.

The graduate of the AS or Certificate Program in Wine Marketing and Sales will:
- Identify and suggest marketing and selling strategies in the wine and grape industry.
- Analyze promotion and distribution possibilities in the business.
- Evaluate benchmarking and brand name recognition alternatives.
- Prepare a marketing plan including production, labeling, advertising, compliance, financial control and supply options.

A major of 29.5 units is required for the associate in science degree and certificate.

COURSE
NUMBER   TITLE                                  UNITS

Required core courses (29.5 units):
AGBUS 101 Introduction to Winemaking            3
AGBUS 102 Introduction to Viticulture           3
AGBUS 103 Sensory Evaluation of Wine            3
AGBUS 104 Advanced Sensory Evaluation of Wine   3
AGBUS 105 Wine Marketing and Sales              3
AGBUS 106 Winery Organization                   3
AGBUS 301 Pairing Wine and Food                 .5
AGBUS 303 Epicurean Wine and Food               .5
AGBUS 304 Introduction to Business              3
BUS 102 Advertising                             3
BUS 104 Business Organization and Management    3
CE 149 Occupational Work Experience             1-4
AGBUS 136 Internship Field Experience           1-4

Recommended electives:
ACCT 130 Financial Accounting                   3
BUS 160 Business Communications                 3
COM SC 102 Introduction to Computing with HTML  3
CBIS 101 Computer Concepts and Applications     3
AGBUS 136 Internship Field Experience           1-4
AGBUS 151 Winery Equipment                      2
AGBUS 360 Advances in Viticulture               .5
AGBUS 361 Advances in Enology                   .5
AGRIBUSINESS: VITICULTURE (A.S. & Certificate of Achievement)

Designed for students preparing for or advancing in careers such as vineyard management, pest management, fertilizer sales or irrigation management.

The graduate of the AS or Certificate Program in Viticulture will:

- Relate basic ideas and concepts in viticulture.
- Assess and relate the biology and ecophysiology of vines and grape berries.
- Describe the vineyard year and grapevines’ yearly cycle of growth.
- Describe vineyard implementation.
- Identify common vineyard problems and suggest solutions.
- List winegrape varieties, rootstocks and describe trellis types; along with the pruning, training and canopy management techniques that are appropriate.

A major of 32 units is required for the associate in science degree and certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<td>AGBUS 101</td>
<td>Introduction to Winemaking</td>
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<td>AGBUS 102</td>
<td>Introduction to Viticulture</td>
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<td>AGBUS 120</td>
<td>Viticulture Operations 1</td>
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<td>AGBUS 121</td>
<td>Viticulture Operations 2</td>
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<td>AGBUS 122</td>
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<td>AGBUS 125</td>
<td>Soils and Plant Nutrition</td>
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<tr>
<td>AGBUS 130</td>
<td>Integrated Pest Management for Grapes</td>
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Required core courses (23 units):

Plus a minimum of 9 units selected from the following:

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<tr>
<td>AGBUS 103</td>
<td>Sensory Evaluation of Wine</td>
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<tr>
<td>AGBUS 105</td>
<td>Wine Marketing and Sales</td>
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<tr>
<td>BUS 102</td>
<td>Marketing</td>
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<tr>
<td>AGBUS 135</td>
<td>Grapevine Physiology</td>
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<tr>
<td>AGBUS 140</td>
<td>Viticulture Operations 4</td>
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</tr>
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<td>AGBUS 141</td>
<td>Viticulture Operations 5</td>
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<td>AGBUS 142</td>
<td>Viticulture Operations 6</td>
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</tr>
<tr>
<td>AGBUS 151</td>
<td>Winery Equipment</td>
<td>2</td>
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<td>BIOL 154</td>
<td>General Botany</td>
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<tr>
<td>BUS 104</td>
<td>Business Organization and Management</td>
<td>3</td>
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<td>BUS 160</td>
<td>Business Communications</td>
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<tr>
<td>CE 149</td>
<td>Occupational Work Experience</td>
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<tr>
<td>AGBUS 136</td>
<td>Internship Field Experience</td>
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<tr>
<td>CHEM 150</td>
<td>General Chemistry 1</td>
<td>5</td>
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<tr>
<td>COM SC 102</td>
<td>Introduction to Computing with HTML</td>
<td>3</td>
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<tr>
<td>CBIS 101</td>
<td>Computer Concepts and Applications</td>
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<tr>
<td>AGBUS 111</td>
<td>Global Positioning Systems</td>
<td>1</td>
</tr>
<tr>
<td>AGBUS 112</td>
<td>Fundamentals of Mapping with GIS</td>
<td>3</td>
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</table>

AGRIBUSINESS - PAIRING WINE AND FOOD (Certificate of Accomplishment)

Designed to train students to evaluate the sensory components of different styles of wines from several grape-growing regions and to plan and prepare specific dishes that complement each wine.

The graduate of the Certificate Program in Pairing Wine and Food will:

- Analyze and suggest appropriate and innovative food pairings for most common wines.
- Be able to prepare these foods and comment about the pairings possibilities.
- Identify characters from wine from different cultivars and regions.
- Evaluate the sensory components of different wines.

Three units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGBUS 301</td>
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<td>AGBUS 302</td>
<td>Advanced Pairing Wine and Food</td>
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<td>AGBUS 303</td>
<td>Epicurean Wine and Food</td>
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<td>AGBUS 304</td>
<td>Dessert Wine and Food Pairing</td>
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<td>AGBUS 305</td>
<td>Pairing the Wines and Foods of Provence</td>
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<tr>
<td>AGBUS 306</td>
<td>Pairing the Wines and Foods of Tuscany</td>
<td>.5</td>
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</table>

AGRIBUSINESS - GEOGRAPHIC INFORMATION SYSTEMS (GIS) WITH AGRICULTURAL APPLICATIONS (Certificate of Accomplishment)

Designed to train students to critically analyze field data using spatial analysis, and integrate databases to generate working maps that will aid in making agricultural decisions.

Nine units constitute the certificate.

<table>
<thead>
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<td>AGBUS / GIS</td>
<td>Fundamentals of Mapping with GIS</td>
<td>3</td>
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<td>AGBUS 120</td>
<td>Vineyard Operations 1</td>
<td>3</td>
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<td>AGBUS 121</td>
<td>Vineyard Operations 2</td>
<td>3</td>
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<td>AGBUS 136</td>
<td>Internship Field Experience</td>
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<tr>
<td>AGBUS 189</td>
<td>Independent Projects in Agribusiness</td>
<td>1-4</td>
</tr>
</tbody>
</table>

Recommended elective:

AGBUS 360 Advances in Viticulture .5
DEGREES & CERTIFICATES

APPLIED DESIGN/MEDIA: ANIMATION (A.S.)
The Animation program provides a comprehensive foundation in the traditional and digital artistic skills that are at the center of the animation, visual effects, and video gaming industries. Our program allows students to build their own emphasis in either traditional 2D or computerized 3D animation through their choice of electives. The A.S. degree in Animation prepares students for transfer to four-year Animation programs and entry-level employment in the creative industries.

The graduate of the AS Program in Animation will:
- Demonstrate an understanding of the fundamental principles, terms, tools and methods of animation.
- Design characters and produce story ideas and storyboards.
- Manipulate motion, timing and pacing of animated elements and overall narrative.
- Plan and create a series of short animations in both traditional and computer-based formats.
- Design, build, test, and present an animation reel showcasing their individual competencies.

A major of 34 units is required for the associate in science degree.

**COURSE**

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<tr>
<th>NUMBER</th>
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<tr>
<td>or ART</td>
<td>110 Design 1</td>
<td>3</td>
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<tr>
<td>ART/MMAC</td>
<td>115 Introduction to Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 120</td>
<td>Drawing 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 122</td>
<td>Life Drawing 1</td>
<td>3</td>
</tr>
<tr>
<td>GRAPHI 111</td>
<td>Electronic Imagery Lab</td>
<td>1</td>
</tr>
<tr>
<td>and</td>
<td>GRAPHI 112 Basic Electronic Imagery</td>
<td>3</td>
</tr>
<tr>
<td>MMAC 101</td>
<td>Introduction to Multimedia Processes</td>
<td>2</td>
</tr>
<tr>
<td>MMAC 102</td>
<td>Introduction to Multimedia Lab</td>
<td>1</td>
</tr>
<tr>
<td>FILM/</td>
<td>MMAC 117 3D Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>FILM/</td>
<td>MMAC 127 DVD Design and Production</td>
<td>3</td>
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<td>Plus a minimum of 9 units selected from the following:</td>
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<tr>
<td>GRAPHI 130</td>
<td>3D Modeling for Product Design</td>
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<td>FILM 110</td>
<td>Introduction Motion Picture and Video Production</td>
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<td>FILM/</td>
<td>MMAC 116 AB Intermediate Animation</td>
<td>3, 3</td>
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<td>FILM/</td>
<td>MMAC 118 AB 3D Computer Animation 2</td>
<td>3, 3</td>
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<td>MMAC 114</td>
<td>Dynamic Internet Design</td>
<td>3</td>
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<tr>
<td>FILM/</td>
<td>MMAC 126 Motion Graphics for Multimedia and Film</td>
<td>3</td>
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<tr>
<td>MUSIC 118</td>
<td>Introduction to Electronic Music</td>
<td>3</td>
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<tr>
<td>ART 123</td>
<td>Life Drawing 2</td>
<td>3</td>
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<tr>
<td>Film/MMAC</td>
<td>125 Computer Video Editing</td>
<td>2</td>
</tr>
<tr>
<td>ART 107</td>
<td>Computer Fine Art</td>
<td>3</td>
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</tbody>
</table>

APPLIED DESIGN/MEDIA: GRAPHICS (A.S.)
The Applied Design-Graphics program prepares students for transfer to university graphics programs and entry-level employment. A variety of design career options are available including illustration, graphic design, design for print publications, digital photography, and web sites graphics development. Introductory courses will provide individuals with hands on experience using a number of visual mechanics techniques and software applications. Core courses will teach students an understanding of visual communications and provide a strong foundation of digital imagery concepts and skills. Capstone courses offer a unique opportunity for students to address clients marketing design needs while creating a collective portfolio of student work. Successful completion of this program leads to an Associate of Science degree in Applied Design-Graphics.

The graduate of the AS Program in Graphics will:
- Demonstrate an understanding of the core concepts, terms, tools, and methods used to create digital illustrations, complex page layout documents, and web based multimedia content.
- Digitize, manipulate, and prepare photographic files for print and web publication.
- Work as a team to plan, create, implement, test, and manage graphic communication production tasks.
- Produce a web site portfolio that showcases individual graphic design competencies.
- Control the production process, develop ownership of industry specific tools, participate in visual story telling, design visual language layouts, and find their individual creative voice.

A major of 35 units is required for the associate in science degree.

**COURSE**

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<tr>
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<th>UNITS</th>
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<td>or ART</td>
<td>110 Design 1</td>
<td>3</td>
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<tr>
<td>GRAPHI</td>
<td>110 Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>GRAPHI</td>
<td>111 Electronic Imagery Lab</td>
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<td>GRAPHI</td>
<td>112 Basic Electronic Imagery</td>
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<tr>
<td>GRAPHI</td>
<td>113 Computer Illustration</td>
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<tr>
<td>GRAPHI</td>
<td>114 Computer Illustration Lab</td>
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<td>GRAPHI</td>
<td>115 Graphics Art Preparation</td>
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<tr>
<td>GRAPHI</td>
<td>116 Digital Presentation and Portfolio Techniques</td>
<td>3</td>
</tr>
<tr>
<td>GRAPHI</td>
<td>120 From Desktop Publishing to Commercial Reproduction</td>
<td>3</td>
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<td>MMAC 101</td>
<td>Introduction to Multimedia Processes</td>
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<td>MMAC 102</td>
<td>Introduction to Multimedia Lab</td>
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<td>ART 106</td>
<td>Art of the 20th Century</td>
<td>3</td>
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<tr>
<td>ART 112</td>
<td>Design Color Theory</td>
<td>3</td>
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<tr>
<td>FILM 101</td>
<td>Film as Art and Communication</td>
<td>3</td>
</tr>
<tr>
<td>GRAPHI 118</td>
<td>Introduction to Web Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GRAPHI 130</td>
<td>3D Modeling for Product Design</td>
<td>3</td>
</tr>
<tr>
<td>GRAPHI 160AB</td>
<td>Multimedia Lab</td>
<td>2</td>
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<td>GRAPHI 189</td>
<td>Independent Projects</td>
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<td>MMAC 114</td>
<td>Dynamic Internet Design</td>
<td>3</td>
</tr>
<tr>
<td>MMAC 126</td>
<td>Motion Graphics for Multimedia and Film</td>
<td>3</td>
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<tr>
<td>FILM/</td>
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</table>
APPLIED DESIGN/MEDIA - MULTIMEDIA ARTS AND COMMUNICATION (A.S.)

The Multimedia program provides a comprehensive foundation in the electronic arts at the core of our increasingly audio-visual culture. Our project-based Multimedia training fosters artistic and technical skills in the digital media including imaging, video, audio, animation, and interactive interface design. Multimedia students can build their own emphasis in web design, video post-production or animation through their choice of electives. The A.S. degree in Multimedia prepares students for transfer to four-year programs in the digital media, and for entry-level employment in the creative industries.

The graduate of the AS Program in Multimedia Arts & Communication will:
- Analyze and explain diverse multimedia products in terms of design, techniques, and point of view.
- Employ a range of software programs to create and manipulate digital imagery, audio, animation, and video.
- Design, build, test and present websites, animations, motion graphics sequences, interactive disks.
- Plan and budget a project for presentation to a client.
- Produce a website portfolio or DVD reel that showcases individual multimedia competencies.

A major of 36 units is required for the associate in science degree. All students will select an area of concentration.

COURSE

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<td>MMAC 112</td>
<td>Web Page Design</td>
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<tr>
<td>ART/GRAPHI 108</td>
<td>Design 1 on the Computer</td>
<td>3</td>
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<td>or ART 110</td>
<td>Design 1</td>
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<tr>
<td>FILM 110</td>
<td>Introduction to Film and Video Production</td>
<td>4</td>
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<tr>
<td>GRAPHI 111</td>
<td>Electronic Imagery Lab</td>
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<td>GRAPHI 112</td>
<td>Basic Electronic Imagery</td>
<td>3</td>
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<tr>
<td>MUSIC 118</td>
<td>Introduction to Electronic Music</td>
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<tr>
<td>PHOTO 170</td>
<td>Digital Photography</td>
<td>2</td>
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<tr>
<td>PHOTO 171</td>
<td>Digital Photography Lab</td>
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<td>ART 101</td>
<td>Art Appreciation</td>
<td>3</td>
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<tr>
<td>or ART 104</td>
<td>Art History Survey-Renaissance to Modern</td>
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<td>or FILM 101</td>
<td>Film as Art and Communication</td>
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<td>ART 107</td>
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<td>FILM/GRAPHI 125</td>
<td>Computer Video Editing</td>
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<td>FILM/MMAC 126</td>
<td>Motion Graphics for Multimedia and Film</td>
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<td>FILM/MMAC 127</td>
<td>DVD Design and Production</td>
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<td>FILM/MMAC 114</td>
<td>Dynamic Internet Design</td>
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<td>FILM 111</td>
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<td>ART/MMAC 115</td>
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<td>FILM/MMAC 117</td>
<td>3D Computer Animation 1</td>
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<td>FILM/MMAC 118</td>
<td>3D Computer Animation 2</td>
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<td>GRAPHI 116</td>
<td>Digital Presentation and Portfolio Techniques</td>
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<tr>
<td>GRAPHI 118</td>
<td>Introduction to Web Graphics</td>
<td>3</td>
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</table>

APPLIED DESIGN/MEDIA - PHOTOGRAPHY (A.S.)

The light and lens formed image has supplanted the written word as the dominant medium of communication in the 21st century. An AS degree in photography is the doorway to a career in commercial, editorial or artistic photography.

The graduate of the AS Program in Photography will:
- Demonstrate an understanding of the history, literature, terminology, principles and photographers of the past.
- Display a mastery of the hardware, materials, and processes of traditional wet photography, color photography, non-silver photography and digital hardware and software.
- Demonstrate and understanding and command of "visual literacy" by being able to discuss and interpret what a photo means, how it means, who made it and why they made it.
- Create a portfolio that explores a personal, cultural or documentary idea and which embodies a unique personal vision or execute a client generated assignment.

A major of 34 units is required for the associate in science degree.

COURSE

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<td>GRAPHI 110</td>
<td>Introduction Graphic Design</td>
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<td>ART/GRAPHI 108</td>
<td>Design 1 on the Computer</td>
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<td>PHOTO 170</td>
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<td>PHOTO 120</td>
<td>Materials and Processes</td>
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<td>PHOTO 121</td>
<td>Materials and Processes &amp; Lab</td>
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<td>PHOTO 130</td>
<td>Advanced Black and White Photography</td>
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<td>PHOTO 131</td>
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<td>PHOTO 140</td>
<td>Introduction to Color Photography</td>
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<td>PHOTO 150</td>
<td>Introduction to Commercial Photography</td>
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<td>PHOTO 179</td>
<td>Workshops in Photography</td>
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<td>Independent Projects in Photography</td>
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<td>ART 101</td>
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<td>ART 104</td>
<td>Art History Survey</td>
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<tr>
<td>ART 106</td>
<td>Art of the 20th Century</td>
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<tr>
<td>ART 107</td>
<td>Computer Fine Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 110</td>
<td>Design 1</td>
<td>3</td>
</tr>
<tr>
<td>FILM 101</td>
<td>Film as Art and Communication</td>
<td>3</td>
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<td>FILM 102</td>
<td>Hollywood and the American Film</td>
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<td>FILM 111</td>
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<td>GRAPHI 111</td>
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<tr>
<td>GRAPHI 112</td>
<td>Basic Electronic Imagery</td>
<td>3</td>
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</tbody>
</table>
DEGREES & CERTIFICATES

APPLIED DESIGN/MEDIA - WEBSITE DESIGN
(Certificate of Accomplishment)
The Certificate in Website Design provides a specific skill set enabling the creation of visually rich websites for a wide range of purposes. The certificate is ideal for students wishing to bring additional competencies to their workplace; to enhance their employability; or to seek entrepreneurial opportunities.

The graduate of the Certificate Program in Website Design will:
- Analyze and explain diverse websites in terms of design, techniques, and point of view.
- Employ a range of software programs to create and manipulate web appropriate digital imagery and animation.
- Design, build, test and present websites for a range of communication needs.
- Plan and budget a website project for presentation to a client.
- Produce a website portfolio that showcases individual web competencies.

Fifteen units is required for the certificate.

COURSE
NUMBER TITLE UNITS
Required core courses (12 units):
MMAC 112 Web Page Design 3
MMAC 114 Dynamic Internet Design 3
GRAPHI 118 Introduction to Web Graphics 3
COM SC 102 Introduction to Computing with HTML 3

Plus a minimum of 3 units selected from the following:
GRAPHI 111 Electronic Imagery Lab 1
and
GRAPHI 112 Basic Electronic Imagery 3
PHOTO 170 Digital Photography 2
and
PHOTO 171 Digital Photography Lab 1
ART/
GRAPHI 108 Design 1 on the Computer 3
ART 107 Computer Fine Art 3

ARCHITECTURAL DRAFTING (A.S. & Certificate of Accomplishment)
An associate in science degree in architectural drafting prepares students to articulate into a professional program at a four-year institution, which offers a baccalaureate degree or equips students for an entry-level position in the building industry such as drafter, inspector, or materials technician.

A major of 30 units is required for the associate in science degree. Courses marked with an asterisk (*) are required for the certificate.

COURSE
NUMBER TITLE UNITS
Required core courses (23 units):
ARCH 111* Architectural Graphics 3
ARCH 112* Architectural Delineation 3
ARCH 121* Architectural Drawing 1 4
ARCH 122* Architectural Drawing 2 4
ARCH 131* Materials of Construction 1 3
ARCH/ET 160 Digital Tools in Architecture 3
ART 110 Design 1 3

Plus a minimum of 7 units selected from the following:
ARCH 320 Uniform Building Code 3
ART 113 Three Dimensional Design 3
ART 127 Painting in Watercolor 1 3
ART 128 Painting in Watercolor 2 3
ART 103 Art History Survey (Ancient to Medieval) 3
ART 104 Art History Survey (Renaissance to Modern) 3
ART 105 Art History Survey (Art of Mexico) 3
ET 111 Technical Drawing 1 3
ENGR 152 Statics 3
ENGR 161 Materials Science 3
ENGR 162 Materials Science Lab 1
GEOL 100 Physical Geology 4

ART (A.A.)
Art and design have permeated human experience for thousands of years. The fine artist and the designer both require knowledge of the same visual principles. An art major is trained in visual perception, design principles, and manual skills necessary for personal expression or a commercial career in various art media.

The graduate of the AA Program in Art will:
- Participate in a variety of visual arts through the application of developed skills in visual perception, analysis, design principles and technical abilities, and demonstrate these in a portfolio work.

A major of 27-28 units is required for the associate in arts degree.

COURSE
NUMBER TITLE UNITS
Required core courses (27-28 units):
ART 103 Art History Survey (Ancient to Medieval) 3
ART 104 Art History Survey (Renaissance to Modern) 3
ART 106 Art of the 20th Century 3
ART 107 Computer Fine Art 3
ART 108 Design 1 on the Computer 3
ART 110 Design 1 3
ART 112 Design Color Theory 3
ART 113 Three Dimensional Design 3
ART 160 Ceramics 1 3
ART 164 Sculpture 1 3
ART 120 Drawing 1 3
ART 121 Drawing 2 3
ART 122 Life Drawing 1 3
FILM 110 Introduction to Motion Picture and Video Production 4
PHOTO 110 Basic Photography 3
PHOTO 110 Introduction to Graphic Design 3

Recommended electives:
ART 105 Art History Survey; Art of Mexico 3
ART 125 Painting in Acrylics 1 3
ART 127 Painting in Watercolor 3
ART 129 Painting in Oils 3
ART 131 Portraits 1
ART 132 Landscape 1.5
ART 159 Institutes in Art .5-3
ART 160 Ceramics 1 3
ART 164 Sculpture 1 3
ART 199 Topics in Art .5-3
ART/
GRAPHI 115 Introduction to Animation 3
AUTO BODY TECHNOLOGY (A.S.)
The auto body curriculum is designed to prepare students for entry level career opportunities in the auto collision industry involving auto body metal repair, frame measurement and alignment, welding, automotive electrical, and refinishing techniques found in the collision industry. Emphasis is also given to safety, ethics, and work habits needed to succeed in the auto collision trade.

The graduate of the AS Program in Auto Body Technology will:

- Develop good work and safety habits while in the auto body workplace.
- Develop work skills, involving plastic filler application, metal finishing, frame alignment, MIG welding and structural repair.
- Apply vehicle service information skills to evaluate major damage and implement repair procedures.
- Develop the ability to refinish vehicles using modern urethane paints, and primers.
- Develop occupational skills including; team work, work habits, ethics, and communication skills.

A major of 23 units is required for the associate in science degree.

**COURSE NUMBER TITLE UNITS**

<table>
<thead>
<tr>
<th>Required core courses (15 units):</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 351 Auto Body - Metal</td>
</tr>
<tr>
<td>AB 353 Auto Body - Repair</td>
</tr>
<tr>
<td>AB 356 Automotive Painting Techniques</td>
</tr>
<tr>
<td>AB 358 Automotive Refinishing</td>
</tr>
<tr>
<td>AB 360 Collision and Painting Repairs</td>
</tr>
</tbody>
</table>

Plus a minimum of 6 units from the following

| AT 303 Automotive Electricity | 4 |
| WLD T 106 Beginning Welding | 3 |

AUTO BODY METAL (Certificate of Achievement)
The graduate of the Certificate Program in Auto Body Metal will:

- Practice good work and safety habits while in the auto body workplace.
- Identify commonly used auto collision repair tools and equipment.
- Analyze types of sheet metal damage and the direction of impact to perform needed repair procedures involving frame and structural damage.
- Recognize and properly use paint equipment and materials in the automotive painting industry.
- Develop occupational skills including; team work, work habits, ethics, and communication skills.

Eighteen units constitute the certificate.

**COURSE NUMBER TITLE UNITS**

<table>
<thead>
<tr>
<th>Required core courses (18 units):</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 351 Auto Body - Metal</td>
</tr>
<tr>
<td>AB 353 Auto Body - Repair</td>
</tr>
<tr>
<td>AB 356 Automotive Painting Techniques</td>
</tr>
<tr>
<td>AB 360 Collision and Painting Repair</td>
</tr>
<tr>
<td>AT 303 Automotive Electricity</td>
</tr>
</tbody>
</table>

AUTO BODY REFINISHING (Certificate of Accomplishment)
The graduate of the Certificate Program in Auto Body Refinishing will:

- Apply good work and safety habits while in the auto body workplace.
- Determine processes and materials needed to refinish vehicle surfaces in accordance with collision industry standards.
- Demonstrate commercially acceptable skills and speed in refinishing vehicles.
- Understand the basic theory of auto body metal repair, and plastic filler application.
- Develop occupational skills including; team work, work habits, ethics, and communication skills.

Fifteen units constitute the certificate.

**COURSE NUMBER TITLE UNITS**

<table>
<thead>
<tr>
<th>Required core courses (15 units):</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 351 Auto Body - Metal</td>
</tr>
<tr>
<td>AB 354 Selected Auto Body Paint Projects</td>
</tr>
<tr>
<td>AB 356 Automotive Painting Techniques</td>
</tr>
<tr>
<td>AB 358 Automotive Refinishing</td>
</tr>
<tr>
<td>AB 360 Collision and Painting Repairs</td>
</tr>
</tbody>
</table>

AUTOMOTIVE TECHNOLOGY - AUTO SERVICE MANAGEMENT (A.S.)

**COURSE NUMBER TITLE UNITS**

Required core courses (24 units):

| AT 133 Automotive Engine Rebuilding | 5 |
| AT 303 Automotive Electricity | 4 |
| AT 314 Suspension and Alignment | 4 |
| AT 323 Power Trains | 5 |
| BUS 104 Business Organization & Management | 3 |
| BUS 107 Human Relations in Business | 3 |
The graduate of the AS Program in Auto Tune-Up and Diagnostic Procedures will:
- Demonstrate the ability to perform the all of the NATEF tasks in each of the core courses in the option or certificate.

A major of 19 units is required for the associate in science degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 133</td>
<td>Automotive Engine Rebuilding</td>
<td>5</td>
</tr>
<tr>
<td>AT 303</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AT 341</td>
<td>Automotive Carburetion/Injection</td>
<td>5</td>
</tr>
<tr>
<td>AT 343</td>
<td>Automotive Tune-Up and Engine Analysis</td>
<td>5</td>
</tr>
<tr>
<td>AT 344</td>
<td>Automotive Emission Control</td>
<td>4</td>
</tr>
</tbody>
</table>

The graduate of the AS Program in Auto Tune-Up and Diagnostic Procedures will:
- Demonstrate the ability to perform the all of the NATEF tasks in each of the core courses in the option or certificate.

A major of 19 units is required for the associate in science degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<tbody>
<tr>
<td>AT 133</td>
<td>Automotive Engine Rebuilding</td>
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<td>AT 303</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AT 341</td>
<td>Automotive Carburetion/Injection</td>
<td>5</td>
</tr>
<tr>
<td>AT 389</td>
<td>Independent Projects in Automotive Technology</td>
<td>1-3</td>
</tr>
<tr>
<td>MT 109</td>
<td>Survey of Machining</td>
<td>4</td>
</tr>
</tbody>
</table>

The graduate of the AS Program in Auto Tune-Up and Diagnostic Procedures will:
- Demonstrate the ability to perform the all of the NATEF tasks in each of the core courses in the option or certificate.

A major of 19 units is required for the associate in science degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 133</td>
<td>Automotive Engine Rebuilding</td>
<td>5</td>
</tr>
<tr>
<td>AT 303</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AT 323</td>
<td>Power Trains</td>
<td>5</td>
</tr>
<tr>
<td>AT 324</td>
<td>Automatic Transmissions</td>
<td>5</td>
</tr>
</tbody>
</table>

The graduate of the AS Program in Auto Engine Rebuilding will:
- Demonstrate the ability to perform the all of the NATEF tasks in each of the core courses in the option or certificate.

A major of 27 units is required for the associate in science degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>AT 133</td>
<td>Automotive Engine Rebuilding</td>
<td>5</td>
</tr>
<tr>
<td>AT 303</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AT 314</td>
<td>Suspension and Alignment</td>
<td>4</td>
</tr>
<tr>
<td>AT 323</td>
<td>Power Trains</td>
<td>5</td>
</tr>
<tr>
<td>AT 324</td>
<td>Automatic Transmissions</td>
<td>5</td>
</tr>
</tbody>
</table>
AUTOMOTIVE TECHNOLOGY - HIGH-TECH
GENERAL MECHANIC - TUNE-UP EMISSION
CONTROL SPECIALIST (Certificate of
Achievement)

Designed to prepare the student to enter the automotive service
profession as a general repair technician with an emphasis on
tune-up and emissions repair.

The graduate of the Certificate Program in General Service
Technician: Tune-Up Emission Control Specialist will:
- Demonstrate an understanding of the evolving technology in
  the automotive control systems.
- Demonstrate the ability to communicate effectively with
customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various
  systems of the automobile using systematic procedures and
  logical methods.
- Demonstrate the ability to identify what technical specifications
  are needed, where to find them and how to use them in the
course of performing their duties.
- Demonstrate the required mechanical skills and the ability to
  use the trade tools at a level of proficiency that is expected in
  the profession.
- Demonstrate the use of the proper procedure for dealing with
  hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform the all of the NATEF tasks in
each of the core courses in the option or certificate.

Thirty-seven units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 133</td>
<td>Automotive Engine Rebuilding</td>
<td>5</td>
</tr>
<tr>
<td>AT 303</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AT 306</td>
<td>Automotive Air Conditioning System</td>
<td>1</td>
</tr>
<tr>
<td>AT 313</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AT 323</td>
<td>Power Trains</td>
<td>5</td>
</tr>
<tr>
<td>AT 341</td>
<td>Automotive Carburetion/Injection</td>
<td>5</td>
</tr>
<tr>
<td>AT 343</td>
<td>Automotive Tune-Up and Engine Analysis</td>
<td>5</td>
</tr>
<tr>
<td>AT 344</td>
<td>Automotive Emission Control</td>
<td>4</td>
</tr>
<tr>
<td>AT 346</td>
<td>Computerized Engine Control</td>
<td>4</td>
</tr>
</tbody>
</table>

AUTOMOTIVE TECHNOLOGY - HIGH-TECH
GENERAL MECHANIC - ENGINE, POWER
TRAINS SPECIALIST (Certificate of
Achievement)

Designed to prepare the student to enter the automotive service
profession as a general repair technician with an emphasis on
general service and power train systems.

The graduate of the Certificate Program in General Service
Technician: Engine, Power Trains Specialist will:
- Demonstrate an understanding of the automotive drive train
  systems.
- Demonstrate the ability to communicate effectively with
customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various
  systems of the automobile using systematic procedures and
  logical methods.
- Demonstrate the ability to identify what technical specifications
  are needed, where to find them and how to use them in the
course of performing their duties.
- Demonstrate the required mechanical skills and the ability to
  use the trade tools at a level of proficiency that is expected in
  the profession.
- Demonstrate the use of the proper procedure for dealing with
  hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform the all of the NATEF tasks in
each of the core courses in the option or certificate.

Thirty-five units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 133</td>
<td>Automotive Engine Rebuilding</td>
<td>5</td>
</tr>
<tr>
<td>AT 303</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AT 323</td>
<td>Power Trains</td>
<td>5</td>
</tr>
<tr>
<td>AT 324</td>
<td>Automatic Transmissions</td>
<td>5</td>
</tr>
<tr>
<td>AT 334</td>
<td>Automotive Machining</td>
<td>5</td>
</tr>
<tr>
<td>AT 343</td>
<td>Automotive Tune-Up and Engine Analysis</td>
<td>5</td>
</tr>
<tr>
<td>AT 399</td>
<td>Topics in-ASE Certification Prep</td>
<td>2</td>
</tr>
</tbody>
</table>

BIOLOGY (A.A.)

The associate degree in biology prepares students to move into a
curriculum in a four-year institution leading to a baccalaureate
degree in such areas as botany, zoology, conservation, and
educational experience. The biologist with a baccalaureate degree is prepared to
enter graduate or professional programs of specialized study such as
dentistry, medical technology, osteopathy, and veterinary medicine.

The graduate of the AA Program in Biology will:
- Demonstrate proficient research skills in data gathering and
  analysis.
- Demonstrate effective communication using the language,
  concepts and models of biology.
- Demonstrate effective content knowledge of biodiversity.

A major of 23 units is required for the associate in
arts degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 150</td>
<td>Cellular Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 154</td>
<td>General Botany</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 155</td>
<td>General Zoology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 150</td>
<td>General Chemistry 1</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 151</td>
<td>General Chemistry 2</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 141</td>
<td>General Physics 1</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 142</td>
<td>General Physics 2</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 132</td>
<td>Marine Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 145</td>
<td>Desert Ecology</td>
<td>2</td>
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<tr>
<td>BIOL 179</td>
<td>Workshops in Biology</td>
<td>1-3</td>
</tr>
<tr>
<td>BIOL 189</td>
<td>Independent Projects in Biology</td>
<td>1-3</td>
</tr>
<tr>
<td>BIOL 199</td>
<td>Topics in Biology</td>
<td>1-3</td>
</tr>
</tbody>
</table>
BUSINESS ADMINISTRATION (A.A.)
The associate degree program in business administration prepares students to begin upper-division work leading to a baccalaureate degree in business or business administration. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the AA Program in Business Administration will:
- Recall significant business administration issues, theories, and applications relevant to subsequent upper-division coursework.
- Apply business administration principles to produce work-based learning projects related to upper-division coursework.
- Demonstrate the ability to follow instructions on assignments and class activities.

A major of 25 units is required for the associate in business degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 130</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 140</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Business Law: Contracts and Sales</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 101</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Economics: Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics: Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

Recommended elective:
- BUS/ECON 141 Global Economics | 3 |
- MATH 135 Calculus With Applications | 4 |

BUSINESS - MANAGEMENT (A.S.)
The associate of science degree program in business prepares students for entry-level management positions. Courses also provide a foundation for upper division courses in a baccalaureate degree program in Business. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the AS Program in Business will:
- Recall significant business issues, theories, and applications relevant to entry-level management positions and subsequent upper-division coursework.
- Apply business principles to produce work-based learning projects related to entry-level management positions.
- Demonstrate the ability to follow instructions on assignments and class activities.

A major of 33 units is required for the associate in business degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Survey of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 130</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Business Law: Contracts and Sales</td>
<td>3</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 302</td>
<td>Essentials of Management</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 101</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 133</td>
<td>Basic Desktop and Internet Publishing for Business</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 333</td>
<td>Daniel Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 142</td>
<td>Database Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended elective:
- BUS 359/399 Institutes/Topics in Business | .5-3 |

BUSINESS - MARKETING (A.S.)
The associate of science degree program in business prepares students for entry-level management positions. Courses also provide a foundation for upper division courses in a baccalaureate degree program in Business. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the AS Program in Business will:
- Recall significant business issues, theories, and applications relevant to entry-level management positions and subsequent upper-division coursework.
- Apply business principles to produce work-based learning projects related to entry-level management positions.
- Demonstrate the ability to follow instructions on assignments and class activities.

A major of 33 units is required for the associate in business degree.

<table>
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<tr>
<th>COURSE NUMBER</th>
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<th>UNITS</th>
</tr>
</thead>
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</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 102</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 104</td>
<td>Business Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107</td>
<td>Human Relations in Business</td>
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<tr>
<td>BUS 160</td>
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</tr>
<tr>
<td>CBOT 333</td>
<td>Daniel Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended elective:
- BUS 359/399 Institutes/Topics in Business | .5-3 |
BUSINESS (Certificate of Achievement)
The business certificate prepares students for immediate employment in entry-level management positions. The coursework can be applied to the associate of science degree program in business. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the Certificate Program in Business will:
- Recall significant business issues, theories, and applications relevant to entry-level management positions.
- Complete core business courses which may be combined with general education and accounting courses to meet requirements for an A.S. Degree in Business.
- Apply business principles to produce work-based learning projects related to entry-level management positions.
- Demonstrate the ability to follow instructions on assignments and in class activities.

A major of 24 units is required for the business certificate.

COURSE NUMBER TITLE UNITS
Required core courses (24 units):
BUS 101 Introduction to Business 3
BUS 102 Marketing 3
BUS 104 Business Organization and Management 3
BUS 302 Essentials of Management 3
BUS 107 Human Relations in Business 3
BUS 110 Business Law: Contracts and Sales 3
BUS 160 Business Communications 3
CBIS 101 Computer Concepts and Applications 3
or
CBIS 141 Spreadsheet Applications 3
or
CBOT 131 Introduction to Word Processing 3

BUSINESS - ADMINISTRATIVE ASSISTANT (Certificate of Accomplishment)
The Administrative Assistant certificate of accomplishment provides training in administrative operations and procedures. Training also includes business report writing and managing service quality. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the certificate of accomplishment program in Administrative Assistant will:
- Recall significant administrative issues, theories, and applications.
- Apply administrative business principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

Three units constitute the certificate.

COURSE NUMBER TITLE UNITS
BUS 359 Employment Law .5
BUS 359 Sexual Harassment Law/Prevention .5
BUS 359 Workplace Diversity .5
BUS 359 Performance Measurement .5
BUS 359 Ethics and Integrity .5
BUS 359 Management: Conflict .5
or
BUS 359 Human Resource Management: The Series 3

BUSINESS - HUMAN RESOURCE MANAGEMENT (Certificate of Accomplishment)
The certificate of accomplishment in human resource management prepares students to develop and sustain a world-class workforce. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the certificate of accomplishment program in Human Resources Management will:
- Recall significant human resource management issues, theories, and applications.
- Apply human resource management principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

Three units constitute the certificate.

COURSE NUMBER TITLE UNITS
BUS 359 Employment Law .5
BUS 359 Sexual Harassment Law/Prevention .5
BUS 359 Workplace Diversity .5
BUS 359 Performance Measurement .5
BUS 359 Ethics and Integrity .5
BUS 359 Management: Conflict .5
or
BUS 359 Human Resource Management: The Series 3

BUSINESS LAW (Certificate of Accomplishment)
The certificate of accomplishment in business law will prepare students to apply legal concepts to day-to-day business situations and to interact with legal counsel. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the certificate of accomplishment program in Business Law will:
- Recall significant legal issues, theories, and applications.
- Apply legal principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

Three units constitute the certificate.

COURSE NUMBER TITLE UNITS
BUS 359 Employment Law .5
BUS 359 Sexual Harassment Law/Prevention .5
BUS 359 Forming a Small Business .5
BUS 359 Ethics and Integrity .5
BUS 359 Business Incorporation .5
BUS 359 Trademark Law .5
BUS 359 Patents and Copyright Law .5
BUS 359 Workplace Diversity .5
BUS 359 Performance Management .5

Plus a minimum of 1 unit selected from the following:

COURSE NUMBER TITLE UNITS
BUS 359 Business Incorporation .5
BUS 359 Trademark Law .5
BUS 359 Patents and Copyright Law .5
BUS 359 Workplace Diversity .5
BUS 359 Performance Management .5
BUSINESS - CUSTOMER SERVICE (Certificate of Accomplishment)

The certificate of accomplishment in customer service provides techniques for creating positive customer relationships. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the certificate of accomplishment program in Customer Service will:
- Recall significant customer service issues, theories, and applications.
- Apply customer service principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

Three units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 359</td>
<td>Managing Service Quality</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Management: Verbal</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Management: Listening</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Management: Conflict</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Management: People Skills</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Ethics and Integrity</td>
<td>.5</td>
</tr>
<tr>
<td>or</td>
<td>Customer Service: The Series</td>
<td>3</td>
</tr>
</tbody>
</table>

BUSINESS - SUPERVISORY MANAGEMENT (Certificate of Accomplishment)

The certificate of accomplishment in supervisory management will prepare students to plan, organize, influence, and control the day-to-day operations of a business enterprise. The course will focus on techniques to work with and through people to meet organizational goals. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the certificate of accomplishment program in Supervisory Management will:
- Recall significant business issues, theories, and applications.
- Apply business principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions.

Three units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 359</td>
<td>Introduction to Supervision</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Management: Conflict</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Management: People Skills</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Management: Team Dynamics</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Managing Service Quality</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Managing Change</td>
<td>.5</td>
</tr>
<tr>
<td>or</td>
<td>Essentials of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

BUSINESS - EXECUTIVE LEADERSHIP (Certificate of Accomplishment)

The certificate of accomplishment in executive leadership builds competencies in planning and organizing tasks, empowering people, and maintaining a productive organizational culture. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the certificate of accomplishment program in Executive Leadership will:
- Recall significant executive leadership issues, theories, and applications.
- Apply executive leadership principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

Three units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 359</td>
<td>Executive Leadership</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Your Leadership Style</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Strategic Planning</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Managing Organizations</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Management: People Skills</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Managing Change</td>
<td>.5</td>
</tr>
<tr>
<td>or</td>
<td>Executive Leadership: The Series</td>
<td>3</td>
</tr>
</tbody>
</table>

BUSINESS - ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT (Certificate of Accomplishment)

The certificate of accomplishment in entrepreneurship and small business management prepares students to start their own business. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the certificate of accomplishment program in Entrepreneurship and Small Business Management will:
- Recall significant entrepreneurship issues, theories, and applications.
- Apply entrepreneurship principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

Three units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 359</td>
<td>Winning Business Plans</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Promoting a Small Business</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Marketing Strategies</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Project Management</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Advertising and Public Relations Strategies</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Effective Sales Methods</td>
<td>.5</td>
</tr>
<tr>
<td>or</td>
<td>Small Business Management: The Series</td>
<td>3</td>
</tr>
</tbody>
</table>
BUSINESS - SALES AND MARKETING
(Certificate of Accomplishment)
The certificate of accomplishment in sales and marketing prepares students to sell and market a product or service. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the certificate of accomplishment program in Sales and Marketing will:
- Recall significant sales and marketing issues, theories, and applications.
- Apply sales and marketing principles to produce work-based learning projects.
- Demonstrate the ability to follow instructions on assignments and class activities.

Three units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 359</td>
<td>Effective Sales Methods</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Advertising and Public Relations Strategies</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Marketing Strategies</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Management: Listening</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Promoting Small Business</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Entering Global Markets</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 303</td>
<td>Sales and Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

CHEMISTRY (A.A.)
The associate degree program in chemistry prepares students to begin upper-division work leading to a baccalaureate degree in chemistry or chemical engineering. It also provides some of the support courses required for the baccalaureate degree.

The graduate of the AA Program in Chemistry will:
- Solve quantitative chemistry problems and demonstrate reasoning clearly and completely. Integrate multiple ideas in the problem solving process.
- Apply problem-solving skills related to the nature of matter, solutions, phase changes, chemical reactions, stoichiometry, energy transformations, atomic and molecular structure, quantum theory, chemical bonding, intermolecular forces, periodic properties, thermodynamics, kinetics, chemical equilibrium, acids and bases, electrochemistry and nuclear chemistry.
- Design, construct, and interpret graphs accurately.
- Perform laboratory techniques correctly using appropriate safety procedures.

A major of 40 units is required for the associate in arts degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required core courses (40 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 150</td>
<td>General Chemistry 1</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 151</td>
<td>General Chemistry 2</td>
<td>5</td>
</tr>
<tr>
<td>MATH 181</td>
<td>Calculus 1</td>
<td>5</td>
</tr>
<tr>
<td>MATH 182</td>
<td>Calculus 2</td>
<td>5</td>
</tr>
<tr>
<td>MATH 183</td>
<td>Multivariable Calculus</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 161</td>
<td>Engineering Physics 1</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 162</td>
<td>Engineering Physics 2</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 163</td>
<td>Engineering Physics 3</td>
<td>5</td>
</tr>
</tbody>
</table>

COMPUTER BUSINESS INFORMATION SYSTEMS (A.S. & Certificate of Achievement)
If you enjoy using technology and helping others then a career in information technology may be for you. The Computer and Business Information Systems (CBIS) program is a comprehensive degree where you will learn business concepts along with needed technical skills to help support a company's information systems’ needs. Other CBIS program options allow you to specialize in applications, web development, and software support. Discover the possibilities of a career in information technology. This is a Tech Prep program (see “Programs of Study” for information about Tech Prep).

The graduate of the AS or Certificate Program in Computer Business Information Systems will:
- Understand the fundamentals of business, and how they relate to information systems needs of a business.
- Use effective written and oral communication to support business information systems needs.
- Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
- Analyze/design/develop/deploy/maintain and manage business applications.

A major of 27 units is required for the associate in science degree and certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required core courses (27 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 130</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 101</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 108</td>
<td>Networking and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 112</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 141</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 142</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 321</td>
<td>Internet Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>EU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM SC 105</td>
<td>PC Preventive Maintenance and Upgrading</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended electives:
- CBIS 359/399 Institutes/Topics in Computer Business Information Systems .5-3
- BUS 102 Marketing 3
- BUS 104 Business Organization and Management 3
- BUS 106 Small Business Management 3
- EL/COM SC 310 Introduction to Network Platforms, NOSs, Security, and Maintenance 4

COMPUTER BUSINESS INFORMATION SYSTEMS - COMPUTER BUSINESS OFFICE SOFTWARE (Certificate of Accomplishment)
This certificate is the foundation for students to learn the basics of computer system software and general office applications through a series of hands on coursework. The skills developed throughout the different courses will improve students’ productivity.

The graduate of the Certificate Program in Computer Business Office Software will:
- Illustrate knowledge by understanding and applying the correct computer terms and technology.
- Use templates or design/create/modify documents, spreadsheets, databases, and presentations for business and personal use.
- Create/modify/search/organize folders and files.
- Customize a computer by modifying the application and operating system software settings.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required core courses (27 units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBIS 101</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 108</td>
<td>Networking and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 112</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 141</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 142</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 321</td>
<td>Internet Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>EL/COM SC 310</td>
<td>Introduction to Network Platforms, NOSs, Security, and Maintenance</td>
<td>4</td>
</tr>
</tbody>
</table>
Five units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBOT 359</td>
<td>Word: The Series</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CBOT 360</td>
<td>Essentials of Word Processing</td>
<td>1</td>
</tr>
<tr>
<td>CBIS 373</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CBIS 359</td>
<td>PowerPoint: The Series</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CBOT 361</td>
<td>Introduction to Presentation Design</td>
<td>1</td>
</tr>
<tr>
<td>CBIS 359</td>
<td>Excel: The Series</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CBIS 371</td>
<td>Introduction to Spreadsheet Applications</td>
<td>1</td>
</tr>
<tr>
<td>CBIS 359</td>
<td>Access: The Series</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CBIS 372</td>
<td>Introduction to Database Applications</td>
<td>1</td>
</tr>
</tbody>
</table>

**COMPUTER BUSINESS INFORMATION SYSTEMS - INFORMATION ARCHITECTURE (Certificate of Accomplishment)**

This certificate provides comprehensive training for students who will plan, develop and manage business websites.

The graduate of the Certificate Program in Information Architecture will:

- Illustrate knowledge by understanding and applying the correct Internet and web terms and technology.
- Use a variety of sources for reference materials (i.e. online help, vendor’s websites, online discussion groups, etc.)
- Plan/design/develop marketing strategies for a small business website.
- Develop a project plan defining a calendar, tasks and needed resources.
- Plan/design/create/modify/manage website folders and files on a web server.

Seventeen units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIS 321</td>
<td>Internet Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 327</td>
<td>Building Business Web Sites</td>
<td>3</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Marketing Strategies</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 359</td>
<td>Project Management</td>
<td>.5</td>
</tr>
</tbody>
</table>

Plus a minimum of 10 units selected from the following:

- BUS 111 Internet Marketing 3
- COM SC 102 Introduction to Computing with HTML 3
- MMAC 114 Dynamic Internet Design 3
- CBIS 315 Programming for the Web 1 1.5
- CBIS 343 Applied Project Management 1 1.5
- BUS 359 Introduction to Fireworks .5
- BUS 359 Managing Service Quality .5
- BUS 359 Promoting Small Business .5
- CBIS 372 Introduction to Database Applications 1

**COMPUTER BUSINESS INFORMATION SYSTEMS - OFFICE SYSTEMS ANALYSIS (Certificate of Accomplishment)**

This certificate specializes in office applications. Students learn to manage projects from the design phase through implementation. The coursework also includes fundamentals of program management and computer programming.

The graduate of the Certificate Program in Office Systems Analysis will:

- Illustrate knowledge by understanding and applying the correct computer terms and technology.
- Design/create/modify documents, spreadsheets, and databases for business and personal use.
- Develop a project plan defining a calendar, tasks and needed resources.
- Develop interactive applications for business and personal needs.
- Use effective written and oral communication to support business information systems needs.

Thirteen and one-half units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIS 101</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 112</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 141</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 142</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 343</td>
<td>Applied Project Management</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**COMPUTER BUSINESS INFORMATION SYSTEMS - OFFICE SOFTWARE SUPPORT (Certificate of Accomplishment)**

This certificate covers office applications and web fundamentals. Students completing this certificate will be able to provide support in the office applications and basic web maintenance.

The graduate of the Certificate Program in Office Software Support will:

- Illustrate knowledge by understanding and applying the correct computer terms and technology.
- Design/create/modify documents, spreadsheets, databases, and presentations for business and personal use.
- Use effective written and oral communication to support business information systems needs.
- Modify/manage website files and folders.

Fifteen units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIS 101</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
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<td></td>
<td>or</td>
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</tr>
<tr>
<td>CBOT 132</td>
<td>Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 141</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 142</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 321</td>
<td>Internet Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS/</td>
<td>CBOT 337 Presentation Design</td>
<td>3</td>
</tr>
</tbody>
</table>
COMPUTER BUSINESS INFORMATION SYSTEMS - INFORMATION TECHNOLOGY FUNDAMENTALS (Certificate of Accomplishment)

This certificate provides the basic computer skills that every student needs. The focus will be on understanding and using computer applications such as word processing, spreadsheets, database, and presentation.

The graduate of the Certificate Program in Information Technology Fundamentals will:
- Use a variety of sources for reference materials (i.e. online help, vendors' websites, online discussion groups, tutorials.)
- Illustrate knowledge by understanding or applying the correct computer terms.
- Use templates or design/create/modify documents, spreadsheets, databases, and presentations for business, personal and school needs.
- Recall/demonstrate appropriate processes to use in application programs.

Nine units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIS 301</td>
<td>Computer Fundamentals 1</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 321</td>
<td>Internet Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 302</td>
<td>Computer Fundamentals 2</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 101</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

COMPUTER BUSINESS INFORMATION SYSTEMS - SMALL BUSINESS WEB MASTER (Certificate of Accomplishment)

This certificate provides basic training for students who will plan, develop and manage business websites.

The graduate of the Certificate Program in Small Business Web Master will:
- Illustrate knowledge by understanding and applying the correct Internet and web terms and technology.
- Use a variety of sources for reference materials (i.e. online help, vendor’s websites, online discussion groups, etc.)
- Plan/design/create/modify/manage website folders and files on a web server.

Ten units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
</table>
| Required core courses (6 units):
| CBIS 321      | Internet Business Applications    | 3     |
| CBIS 327      | Building Business Web Sites       | 3     |
| Plus a minimum of 4 units selected from the following:
| BUS 111       | Internet Marketing                | 3     |
| COM SC 102    | Introduction to Computing with HTML | 3     |
| MACC 114      | Dynamic Internet Design           | 3     |
| CBIS 315      | Programming for the Web 1         | 1.5   |
| CBIS 359      | Introduction to Fireworks         | .5    |
| CBIS 372      | Introduction to Database Applications | 1     |
| BUS 359       | Marketing Strategies              | .5    |
| BUS 359       | Project Management                | .5    |
| BUS 359       | Managing Service Quality          | .5    |
| BUS 359       | Promoting Small Business          | .5    |

COMPUTER BUSINESS OFFICE TECH: ADMINISTRATIVE ASSISTANT/SECRETARIAL (A.S. & Certificate of Achievement)

Administrative Assistant/Secretarial is designed to prepare students for entrance into positions working with upper level management. Training includes all phases of administrative/secretarial work with emphasis on software applications such as word processing, desktop publishing, presentation graphics and records management. Business communication and administrative operations and procedures are also emphasized.

The graduate of the AS or Certificate Program in Administrative Assistant/Secretarial will:
- Create memos and letters addressing critical thinking assignments.
- Apply proper filing rules and create an electronic database using appropriate software.
- Apply proper administrative operations and procedures for business.
- Demonstrate the use of software applications to accomplish appropriate tasks.
- Analyze and solve problems related to administrative operations.
- Communicate clearly and professionally.

A major of 27 units is required for the associate in science degree and certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
</table>
| Required core courses (21 units):
| CBOT 131      | Introduction to Word Processing            | 3     |
| BUS 160       | Business communication                      | 3     |
| CBOT 302      | Records Management                         | 2     |
| CBOT 132      | Advanced Word Processing                    | 3     |
| CBOT 325      | Machine Transcription                       | 1     |
| CBOT 337      | Presentation Design – PowerPoint           | 3     |
| CBOT 333      | Basic Desktop and Internet Publishing for Business | 3     |
| CBOT 334      | Administrative Operations and Office Procedures | 3     |
| Plus a minimum of 6 units selected from the following: (Strongly recommended: CBIS 141, CBIS 142, CBIS 373)
| ACCT 100      | Survey of Accounting                        | 3     |
| or
| ACCT 130      | Financial Accounting                        | 3     |
| or
| ACCT 317      | Bookkeeping                                 | 3     |
| ACCT 110      | Accounting with Microcomputers              | 3     |
| BUS 107       | Human Relations in Business                 | 3     |
| BUS 136       | Internship Field Experience                 | 1-3   |
| or
| CE 149        | Cooperative Education                       | 1-3   |
| CBIS 141      | Spreadsheet Applications                    | 3     |
| CBIS 142      | Database Applications                       | 3     |
| CBIS 373      | Introduction to Windows                     | 1     |
| CBOT 336      | Introduction to Internet Explorer           | 1     |
| CBOT 362      | Business Desktop Publishing                 | 1     |
COMPUTER BUSINESS OFFICE TECH: LEGAL SECRETARIAL (A.S. & Certificate of Achievement)

Legal Secretarial is designed to provide training for specialized secretarial/administrative assistant careers in law offices, legal departments of businesses, real estate firms, and civil service. Training includes all phases of administrative/secretarial work with emphasis on business law and legal office procedures.

The graduate of the AS or Certificate Program in Legal Secretarial will:

- Recall significant legal office terminology.
- Create forms used in the legal office.
- Demonstrate the use of software applications to accomplish appropriate tasks.
- Analyze and solve problems related to legal office procedures and administrative operations.
- Communicate clearly and professionally.

A major of 28 units is required for the associate in science degree and certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBOT 131</td>
<td>Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 132</td>
<td>Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 325</td>
<td>Machine Transcription</td>
<td>1</td>
</tr>
<tr>
<td>CBOT 334</td>
<td>Administrative Operations and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Business Law: Contracts and Sales</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 100</td>
<td>Survey of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 130</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 136</td>
<td>Internship Field Experience</td>
<td>1-3</td>
</tr>
<tr>
<td>CE 149</td>
<td>Cooperative Education</td>
<td>1-3</td>
</tr>
<tr>
<td>CBIS 141</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 142</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 373</td>
<td>Introduction to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CBOT 302</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>CBOT 333</td>
<td>Basic Desktop and Internet Publishing for Business</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 336</td>
<td>Introduction to Internet Explorer</td>
<td>1</td>
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<tr>
<td>CBOT 337</td>
<td>Presentation Design - PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 362</td>
<td>Business Desktop Publishing</td>
<td>1</td>
</tr>
</tbody>
</table>

COMPUTER BUSINESS OFFICE TECH: WORD/INFORMATION PROCESSING (A.S. & Certificate of Achievement)

Word/Information Processing is designed to provide specialized training for the development of the skills needed for those in management positions that want to use enhance their technical office skills. Training includes administrative office procedures with emphasis on word processing, desktop publishing and presentation graphics.

The graduate of the AS or Certificate Program in Word/Information Processing will:

- Demonstrate the use of software applications to accomplish appropriate tasks.
COMPUTER BUSINESS OFFICE TECH - COMPUTER BUSINESS PRESENTATIONS AND PUBLISHING (Certificate of Accomplishment)

Computer Business Presentations and Publishing is designed to provide training to develop presentation and publishing skills required in many business areas for training, sales and customer service jobs. Computer skills such as word processing, presentation software and desktop publishing are emphasized. Students will also receive training in advertising and public relations strategies.

The graduate of the Certificate Program in Computer Business Presentations and Publishing will:
- Describe the features used in presentation and desktop publishing software.
- Create graphic presentations and business publications using the appropriate software application.
- Identify advertising and public relation strategies.
- Communicate clearly and professionally.

Four and one-half units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>BUS 359</td>
<td>Advertising and Public Relations Strategies</td>
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<tr>
<td>CBIS 359</td>
<td>PowerPoint: The Series</td>
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<tr>
<td>CBO 359</td>
<td>Word: The Series</td>
<td>1</td>
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<tr>
<td>or</td>
<td>CBO 360</td>
<td>1</td>
</tr>
<tr>
<td>CBO 336</td>
<td>Essential Word Processing</td>
<td>1</td>
</tr>
<tr>
<td>CBO 336</td>
<td>Introduction to Internet Explorer</td>
<td>1</td>
</tr>
<tr>
<td>CBO 362</td>
<td>Business Desktop Publishing</td>
<td>1</td>
</tr>
</tbody>
</table>

COMPUTER BUSINESS OFFICE TECH - ADMINISTRATIVE OFFICE SKILLS (Certificate of Accomplishment)

Administrative Office Skills Certificate is designed to provide training to develop entry-level office skills to prepare you for a position as an administrative assistant or secretary. Computer skills such as word processing, presentation software, and desktop publishing are emphasized in addition to administrative operations and office procedures.

The graduate of the Certificate Program in Administrative Office Skills will:
- Create memos, letters, tables, reports, forms and mail merge documents using word processing software.
- Create a presentation and business publication using the appropriate software.
- Apply proper administrative operations and procedures for business.
- Communicate clearly and professionally.

Fifteen units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBO 131</td>
<td>Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CBO 132</td>
<td>Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CBO 333</td>
<td>Basic Desktop and Internet Publishing for Business</td>
<td>3</td>
</tr>
<tr>
<td>CBO 334</td>
<td>Administrative Operations and Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CBO 337</td>
<td>Presentation Design – PowerPoint</td>
<td>3</td>
</tr>
</tbody>
</table>

COMPUTER SCIENCE (A.A.)

The associate degree program in computer science is designed for students who desire to transfer to a four-year school. Computer Science is the study of the theoretical foundations of information and computation and their implementation and application in computer systems. Courses cover programming fundamentals, data structures, discrete mathematics, and computer architecture, along with specific programming languages. Graduates will be able to recall significant computer science concepts, vocabulary, and theories, produce programming projects in a variety of languages, demonstrate the ability to follow instructions, and find and correct programming errors.

The graduate of the AA Program in Computer Science will:
- Recall significant computer science concepts, vocabulary, and theories.
- Produce elementary programming projects in a variety of languages.
- Demonstrate the ability to follow instructions.
- Find and correct programming errors.

A major of 26 units is required for the associate in arts degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM SC 121</td>
<td>Fundamentals of Programming</td>
<td>4</td>
</tr>
<tr>
<td>COM SC 122</td>
<td>Fundamentals of Programming</td>
<td>2</td>
</tr>
<tr>
<td>COM SC 123</td>
<td>Fundamentals of Programming</td>
<td>2</td>
</tr>
<tr>
<td>COM SC 137</td>
<td>Microcomputer Architecture and Software Design</td>
<td>4</td>
</tr>
<tr>
<td>COM SC 141</td>
<td>Computer Fundamentals in Digital Design</td>
<td>3</td>
</tr>
<tr>
<td>COM SC 161</td>
<td>Discrete Structures</td>
<td>3</td>
</tr>
<tr>
<td>COM SC 142</td>
<td>Computer Fundamentals in Digital Design Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>COM SC 172</td>
<td>Linux and Shell Scripting</td>
<td>3</td>
</tr>
<tr>
<td>COM SC 175</td>
<td>Object-Oriented Programming</td>
<td>3</td>
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</tbody>
</table>

COSMETOLOGY (A.S. & Certificate of Achievement)

The associate degree and certificate curriculum in cosmetology is designed to prepare men and women for careers as licensed cosmetologists. Upon satisfactory completion of all cosmetology courses, students may qualify to take the California State Board of Cosmetology licensure examination. Licensed cosmetologists are qualified to work as beauticians in beauty salons, and to own and operate their own salons.

Admittance to the cosmetology program requires the student to make an appointment with the manager of one of the private beauty colleges, with which the college has a training contract, for an orientation. Contact the program coordinator for specific information. In addition to regular Allan Hancock College fees, students will also be required to purchase a training kit and appropriate uniforms.

The graduate of the AS or Certificate Program in Cosmetology will:
- Qualify for the California State Board of Cosmetology examination for licensure.
- Produce standard and individually designed services to meet the needs and expectations of clients.
- Contribute to the management and operational procedures of a beauty salon.
- Use cosmetology products, tools and equipment in a safe, healthy and effective manner.
DEGREES & CERTIFICATES

• Promote a competitive edge by rendering styles and applications that are fashionable, artistic and technical in nature.

A major of 24 units is required for the associate in science degree and certificate.

COURSE NUMBER TITLE UNITS
COS 301 Introduction to Cosmetology 6
COS 302 ABC Advanced Cosmetology 18

CULINARY ARTS AND MANAGEMENT - RESTAURANT MANAGEMENT (Certificate of Achievement)
The graduate of the Certificate Program in Restaurant Management will:
• Denote the variety of services and business structures existing in the food and beverage sector of the hospitality industry.
• Demonstrate competency in safe, sanitary and efficient production and service operations.
• Analyze and respond to differing business climate based on best accounting and forecasting practices.
• Demonstrate competency in oral, written and electronic communications.
• Supervise and train a diverse employee pool in best industry practices.
• Follow all the governmental laws and regulations pertaining to food and beverage operations.

Twenty-two units constitute the certificate.

COURSE NUMBER TITLE UNITS
CA 118 Beverage Management 1
CA 120 Principles of Foods 1 4
CA 124 Sanitation, Safety and Equipment 3
CA 125 Supervision and Training Techniques 3
CA 126 Food Production Cost, Control and Management 3
CA 129 Catering and Event Management 3
BUS 102 Marketing 3
FCS 119 Introduction to the Hospitality Industry 2

Recommended electives:
CA 123 Principles of Foods 2 3
FSN 109 Basic Nutrition for Health 3
FCS 131 Life Management 3
FCS 136 Internship Field Experience 1-3
FCS 159 Institutes in Foods and Nutrition .5-3
AGBUS 301 Pairing Wine and Foods .5
AGBUS 302 Advanced Pairing Wine and Foods .5

CULINARY ARTS AND MANAGEMENT - FOOD SERVICES PRODUCTION (Certificate of Achievement)
The graduate of the Certificate Program in Food Services Production will:
• Denote the variety of services and business variations existing in the catering and events management sector of the hospitality industry.
• Demonstrate competency in oral, written and electronic communications.
• Analyze and respond to different business volumes based on best accounting and forecasting practices.
• Supervise and train a diverse employee pool in best industry practices.
• Follow all the governmental laws and regulations pertaining to food and beverage operations.

Twelve units constitute the certificate.

COURSE NUMBER TITLE UNITS
CA 120 Principles of Foods 1 4
CA 124 Sanitation, Safety, and Equipment 3
CA 125 Supervision and Training Techniques 3
CA 126 Food Production Cost, Control and Management 3
FSN 109 Basic Nutrition for Health 3
FSN 127 Supervised Field Experience-Food Services 2
FSN 128 Supervised Field Experience-Dietetics 2

CULINARY ARTS AND MANAGEMENT - FOOD PRODUCTION SUPERVISION (Certificate of Accomplishment)
The graduate of the Certificate Program in Food Production Supervision will:
• Denote the variety of services and business variations existing in the catering and events management sector of the hospitality industry.
• Demonstrate competency in safe, sanitary, and efficient production and service operations.
• Analyze and respond to differing business climates based on best accounting and forecasting practices.
• Demonstrate competency in oral, written and electronic communications.
• Supervise and train a diverse employee pool in best industry practices.
• Follow all the governmental laws and regulations pertaining to food and beverage operations.

Ten and one-half units constitute the certificate.

COURSE NUMBER TITLE UNITS
CA 125 Supervision and Training Techniques 3
CA 126 Food Production Cost, Control and Management 3
FCS 136 Internship Field Experience 2
(related to food production supervision)
CA 159 Safe Food Certification .5
FCS 119 Introduction to the Hospitality Industry 2

CULINARY ARTS AND MANAGEMENT - DIETETIC SERVICE SUPERVISION (Certificate of Achievement)
The graduate of the Certificate Program in Dietetic Service Supervisor will:
• Denote the variety of services and business variations existing in the catering and events management sector of the hospitality industry.
• Demonstrate competency in safe, sanitary, and efficient production and service operations.
• Analyze and respond to differing business climates based on best accounting and forecasting practices.
• Demonstrate competency in oral, written and electronic communications.
• Supervise and train a diverse employee pool in best industry practices.
• Follow all the governmental laws and regulations pertaining to food and beverage operations.

Thirteen units constitute the certificate.

COURSE NUMBER TITLE UNITS
CA 120 Principles of Foods 1 4
CA 123 Principles of Foods 2 2
CA 124 Sanitation, Safety, and Equipment 3
FCS 119 Introduction to the Hospitality Industry 2
FCS 136 Internship Field Experience (related to food services production) 2
### DEGREES & CERTIFICATES

#### CULINARY ARTS AND MANAGEMENT - CATERING AND EVENTS MANAGEMENT (Certificate of Accomplishment)

The graduate of the Certificate Program in Catering & Events Management will:

- Denote the variety of services and business variations existing in the catering and events management sector of the hospitality industry.
- Demonstrate competency in safe, sanitary, and efficient production and service operations.
- Analyze and respond to differing business climates based on best accounting and forecasting practices.
- Demonstrate competency in oral, written and electronic communications.
- Supervise and train a diverse employee pool in best industry practices.
- Follow all the governmental laws and regulations pertaining to food and beverage production.

Fifteen units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 118</td>
<td>Beverage Management</td>
<td>1</td>
</tr>
<tr>
<td>CA 120</td>
<td>Principles of Foods 1</td>
<td>4</td>
</tr>
<tr>
<td>CA 124</td>
<td>Sanitation, Safety, and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>CA 129</td>
<td>Catering and Events Management</td>
<td>3</td>
</tr>
<tr>
<td>FCS 119</td>
<td>Introduction to the Hospitality Industry</td>
<td>2</td>
</tr>
<tr>
<td>FCS 136</td>
<td>Internship Field Experience (related to catering)</td>
<td>2</td>
</tr>
</tbody>
</table>

**Recommended electives:**

- CA 123 Principles of Foods 2 2
- CA 131 Life Management 3
- FCS 159 Institutes in Foods and Nutrition .5-3
- FCS 199 Topics in Foods and Nutrition .5-3
- FSN 109 Basic Nutrition for Health 3
- AGBUS 301 Pairing Wine and Foods .5
- AGBUS 302 Advanced Pairing Wine and Foods .5

### CULINARY ARTS AND MANAGEMENT - BAKING (Certificate of Accomplishment)

The graduate of the Certificate Program in Baking will:

- Denote the variety of services and business variations existing in the baking and events management sector of the hospitality industry.
- Demonstrate competency in safe, sanitary, and efficient production and service operations.
- Analyze and respond to differing business climates based on best accounting and forecasting practices.
- Demonstrate competency in oral, written and electronic communications.
- Supervise and train a diverse employee pool in best industry practices.
- Follow all the governmental laws and regulations pertaining to food and beverage production.

Fifteen units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 120</td>
<td>Principles of Foods 1</td>
<td>4</td>
</tr>
<tr>
<td>CA 121</td>
<td>Basic Baking and Pastry</td>
<td>3</td>
</tr>
<tr>
<td>CA 122</td>
<td>Advanced Baking and Pastry</td>
<td>3</td>
</tr>
<tr>
<td>CA 124</td>
<td>Sanitation, Safety, and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>CA 323</td>
<td>Specialty and Wedding Cakes</td>
<td>1</td>
</tr>
<tr>
<td>CA 324</td>
<td>Cake Decorating and Decorative Work</td>
<td>1</td>
</tr>
</tbody>
</table>

**Recommended electives:**

- CA 123 Principles of Foods 2 2
- FCS 159 Institutes in Foods and Nutrition .5-3

### DEGREES & CERTIFICATES

#### CULINOLOGY® (A.A.)

The associate degree program in Culinology® prepares students to transfer to a four-year institution to pursue a baccalaureate degree in Culinology®. Students apply culinary techniques, food science technology and nutritional science principles to the production of quality food with high sensory appeal and marketability. Skills are transformed into careers such as corporate executive chefs, directors for food research and development, flavorists, food scientist/technologists, menu development professionals, product assurance/development managers, senior culinary research technologists, senior formulation chefs, and techno-chefs and more. The program is accredited by the Research Chef’s Association and coursework is sequenced in building blocks of knowledge and skills with an emphasis on learning by doing, start here go anywhere. Graduates of the program also display skills necessary in pursuing baccalaureate degrees in food science, nutrition, and dietetics.

The graduate of the AA Program in Culinology® will:

- Synthesize nutrition science information in order to embody and improve health and promote longevity.
- Demonstrate proper culinary technique using various food products within a commercial facility.
- Demonstrate proper baking techniques using various food products within a commercial facility.
- Design and produce recipes and menus that demonstrate culinary proficiency within a commercial food service facility.
- Compare and contrast the different responsibilities within the food service industry and various government agencies in applying regulations designed to prevent food borne illness.
- Apply principles of food processing with regards to food technology, food quality, spoilage, packaging and label requirements.
- Compare and contrast various Culinology® career options, create and present both a portfolio and Culinology® project tailored to a chosen career.
- Evaluate and rank sensory indicators for foods, evaluate and test possible solutions, make alterations, formulate a food product and justify marketability.
- Differentiate the concepts of acculturation, assimilation, and ethnocentrism in relation to food culture, translate nutritional value and needs into recipes, menus, and make a meal reflective of a specific culture.
- Apply all Culinology® program course principles with in a work setting.

A major of 29 units is required for the associate in arts degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 120</td>
<td>Principles of Foods 1</td>
<td>4</td>
</tr>
<tr>
<td>CA 121</td>
<td>Basic Baking and Pastry</td>
<td>3</td>
</tr>
<tr>
<td>CA 123</td>
<td>Principles of Foods 2</td>
<td>2</td>
</tr>
<tr>
<td>CA 124</td>
<td>Sanitation, Safety, and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>FSN 110</td>
<td>Nutrition Science</td>
<td>3</td>
</tr>
<tr>
<td>FSN 132</td>
<td>Introduction to Culinology® Professions</td>
<td>3</td>
</tr>
<tr>
<td>FSN 133</td>
<td>Introduction to Food Science</td>
<td>3</td>
</tr>
<tr>
<td>FSN 134</td>
<td>Food, Nutrition, Customs and Culture</td>
<td>4</td>
</tr>
<tr>
<td>FSN 230</td>
<td>Elements of Food Processing (taken at Cal Poly – SLO)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Recommended core courses (29 units):**

- CA 120 Principles of Foods 1 4
- CA 121 Basic Baking and Pastry 3
- CA 123 Principles of Foods 2 2
- CA 124 Sanitation, Safety, and Equipment 3
- FSN 110 Nutrition Science 3
- FSN 132 Introduction to Culinology® Professions 3
- FSN 133 Introduction to Food Science 3
- FSN 134 Food, Nutrition, Customs and Culture 4
- FSN 230 Elements of Food Processing (taken at Cal Poly – SLO) 4

**Recommended electives:**

- CA 123 Principles of Foods 2 2
- FCS 159 Institutes in Foods and Nutrition .5-3
DANCE (A.A. & Certificate of Achievement)
The dance department offers training programs for both beginning and advanced students in the areas of ballet, modern, and jazz. The emphasis is on technique, choreography, and extensive performance opportunities.

The graduate of the AA or Certificate Program in Dance will:
- Demonstrate proficiency in two of the following dance styles: modern, ballet, and jazz.
- Exhibit accomplished technique in tap and folkloric dance.
- Demonstrate competency through public performances.
- Develop and informed viewpoint of dance as an art form.
- Demonstrate choreographic skills including supervisory and effective communicative abilities.

A major of 26 units is required for the associate in arts degree. Demonstrated proficiency in two out of the three dance forms is required for the degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>Select 2 of the following:</td>
<td></td>
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<tr>
<td>DANCE 115</td>
<td>Freestyle Dance Forms</td>
<td>3</td>
</tr>
<tr>
<td>DANCE 125</td>
<td>Classical Dance Forms</td>
<td>3</td>
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<tr>
<td>DANCE 135</td>
<td>Commercial Dance Forms</td>
<td>3</td>
</tr>
<tr>
<td>Select 1 of the following:</td>
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<td></td>
</tr>
<tr>
<td>DANCE 140</td>
<td>Folkloric Dances of Mexico and Spain</td>
<td>1</td>
</tr>
<tr>
<td>or DANCE 152</td>
<td>Musical Theater Forms: Tap Dance</td>
<td>2</td>
</tr>
<tr>
<td>Additional required core courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DANCE 101</td>
<td>Dance Appreciation</td>
<td>3</td>
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<tr>
<td>DANCE 170</td>
<td>Rhythms for Dancers</td>
<td>1</td>
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<tr>
<td>DANCE 171</td>
<td>Dance Composition/Choreography</td>
<td>3</td>
</tr>
<tr>
<td>DANCE 180</td>
<td>Performance Lab</td>
<td>3</td>
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<tr>
<td>DANCE 182</td>
<td>Technical Production Lab</td>
<td>3</td>
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<tr>
<td>DRAMA 104</td>
<td>Introduction to Acting</td>
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<tr>
<td>MUSIC 100</td>
<td>Music Appreciation</td>
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<tr>
<td>Recommended electives:</td>
<td></td>
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<tr>
<td>DANCE 105</td>
<td>Appreciation of the American Musical</td>
<td>3</td>
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<tr>
<td></td>
<td>on Stage and Screen</td>
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<tr>
<td>DANCE 142</td>
<td>Floricanto Dance</td>
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<tr>
<td>DANCE 145</td>
<td>Clinic in Folklorico Zapateados</td>
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<tr>
<td>DANCE 148</td>
<td>Folklorico Concert Production</td>
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<tr>
<td>DANCE 151</td>
<td>Clinic in Tap</td>
<td>.5</td>
</tr>
<tr>
<td>DANCE 154</td>
<td>Pointe and Partnering</td>
<td>1</td>
</tr>
<tr>
<td>DANCE 155</td>
<td>Pilates-based Body Conditioning</td>
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<tr>
<td>DANCE 158</td>
<td>Clinic in Spirit Squad</td>
<td>.5</td>
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<tr>
<td>DANCE 167</td>
<td>Rhythm Tap</td>
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<tr>
<td>DANCE 172</td>
<td>Ballroom Dance</td>
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<tr>
<td>DANCE 175</td>
<td>Salsa, Swing, and Two-Step</td>
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<tr>
<td>DANCE 176</td>
<td>Choreography Field Work</td>
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<tr>
<td>DANCE 181</td>
<td>Ensemble Summer Production</td>
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<tr>
<td>DANCE 183</td>
<td>Dance Ensemble</td>
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<tr>
<td>DANCE 186</td>
<td>Dance Production</td>
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<tr>
<td>MUSIC 110</td>
<td>Music Fundamentals</td>
<td>2</td>
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</table>

DENTAL ASSISTING (A.S. & Certificate of Achievement)
Approved by the California Board of Dental Examiners, this program provides technical skills needed for employment in a dental office. The student develops skills to participate as a member of the dental health team in chair side general and specialty procedures, office management and x-ray techniques.

Admittance to the dental assisting program requires the student to obtain program application forms and follow outlined procedures for enrollment. Applications and specific information are available from the department at the south campus facility. A grade of "C" or better in the designated dental assisting classes is required to progress in the program.

Upon completion of the dental assisting certificate requirements, students are eligible to take the California Registered Dental Assistants Examination. Students are encouraged to complete the associate in science degree.

The graduate of the AS or Certificate Program in Dental Assisting will:
- Perform all Registered Dental Assistant duties as specified by accreditation standards through directed lectures, demonstrations, guided practice, written assignments, exams and evaluation of skills to prepare for taking the Registered Dental Assisting State board exam and gain employment as a Registered Dental Assistant.
- Demonstrate chair side assisting skills and procedural knowledge of restorative and specialty procedures.
- Complete requirements to obtain a dental x-ray certificate and a coronal polishing certificate.
- Practice assisting skills that demonstrate a working knowledge if infection control protocols.
- Demonstrate office management skills including scheduling, treatment planning, and patient charting.
- Demonstrate the fabrication of a bis-acrylic temporary crown and fabricate a Class II sedative dressing.
- Utilize dental assisting skills gained through the program to pass the dental assisting state board exam.
- Complete requirements to obtain a certificate in pit and fissure sealants.

A major of 28 units is required for the associate in science degree or the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
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<tr>
<td>DA 314</td>
<td>Introduction to Bio-Dental Science</td>
<td>3</td>
</tr>
<tr>
<td>DA 317</td>
<td>Dental Assisting Theory</td>
<td>7</td>
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<tr>
<td>DA 318</td>
<td>Basic Dental Assisting Skills</td>
<td>3</td>
</tr>
<tr>
<td>2nd Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DA 325</td>
<td>Clinical Dental Procedures</td>
<td>3</td>
</tr>
<tr>
<td>DA 326</td>
<td>Dental Radiography</td>
<td>4</td>
</tr>
<tr>
<td>DA 328</td>
<td>Pit and Fissure Sealants</td>
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<td>DA 329</td>
<td>Dental Assisting Practicum</td>
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<tr>
<td>DA 348</td>
<td>RDA: Job Success Seminar</td>
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<tr>
<td>Recommended electives:</td>
<td></td>
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<tr>
<td>DA 310</td>
<td>Exploring Career Opportunities</td>
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<tr>
<td>DA 327</td>
<td>Dental Screening</td>
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</table>
DEGREES & CERTIFICATES

DRAMA - ACTING (Certificate of Achievement)

A two-year vocational training program designed to develop the skills in acting or technical theatre necessary for the aspiring theatre artist to pursue a career in professional theatre. Students enrolled in this program receive instruction from theatre professionals who are company members of the Pacific Conservatory of the Performing Arts. Two areas of emphasis: acting and technical theatre. Admittance to program is by audition/interview.

The graduate of the Certificate Program in Acting will:
- Develop the ability to collaborate with professionals in a rehearsal and performance process, demonstrating professional ethics, working discipline and performance skills to function at the highest standards of the theatrical profession.
- Develop a process for acting and text analysis which recognizes the activation of text as the central component of the rehearsal and performance process.
- Develop and improve vocal and physical techniques in support of character development in a rehearsal and performance process.
- Apply the principles and techniques of ensemble playing to any rehearsal process.

Seventy units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
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<tr>
<td>DRAMA 101</td>
<td>Applied Professional Acting I</td>
<td>10</td>
</tr>
<tr>
<td>DRAMA 110</td>
<td>History of World Theatre 1</td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 112</td>
<td>Technical Production Lab</td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 113</td>
<td>Performance Lab</td>
<td>3</td>
</tr>
</tbody>
</table>

| Semester 2     |                              |       |
| DRAMA 102      | Applied Professional Acting II| 10    |
| DRAMA 111      | History of World Theatre 2   | 3     |
| DRAMA 112      | Technical Production Lab     | 3     |
| DRAMA 113      | Performance Lab              | 3     |

| Semester 3     |                              |       |
| DRAMA 112      | Technical Production Lab     | 3     |
| DRAMA 113      | Performance Lab              | 3     |
| DRAMA 120      | Professional Acting I        | 10    |

| Semester 4     |                              |       |
| DRAMA 112      | Technical Production Lab     | 3     |
| DRAMA 113      | Performance Lab              | 3     |
| DRAMA 121      | Professional Acting II       | 10    |

<table>
<thead>
<tr>
<th>Recommended electives:</th>
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<tbody>
<tr>
<td>DANCE 120 Ballet</td>
</tr>
<tr>
<td>DANCE 130 Jazz</td>
</tr>
<tr>
<td>DRAMA 115 Repertory Theatre</td>
</tr>
<tr>
<td>DRAMA 118 Introduction to Technical Theatre Lab</td>
</tr>
<tr>
<td>DRAMA 189 Independent Projects in Drama</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
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<td></td>
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<tr>
<td>DRAMA 178</td>
<td>Basic Competencies in Technical Theatre A</td>
<td>6</td>
</tr>
<tr>
<td>DRAMA 304</td>
<td>Internship in Theatre Production A</td>
<td>10</td>
</tr>
</tbody>
</table>

Semester 2

| DRAMA 178      | Basic Competencies in Technical Theatre B | 6 |
| DRAMA 304      | Internship in Theatre Production B | 10 |

Semester 3

| DRAMA 178      | Basic Competencies in Technical Theatre C | 6 |
| DRAMA 304      | Internship in Theatre Production C | 10 |

Semester 4

| DRAMA 178      | Basic Competencies in Technical Theatre D | 6 |
| DRAMA 304      | Internship in Theatre Production D | 10 |

<table>
<thead>
<tr>
<th>Recommended electives:</th>
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<tbody>
<tr>
<td>DRAMA 118 Introduction to Technical Theatre Lab</td>
</tr>
<tr>
<td>DRAMA 189 Independent Projects in Drama</td>
</tr>
<tr>
<td>DRAMA 303 Advanced Participation in Theatrical Production ABCD</td>
</tr>
<tr>
<td>DRAMA 199 Topics in Theatre</td>
</tr>
</tbody>
</table>

EARLY CHILDHOOD STUDIES: GENERAL (A.S. & Certificate of Achievement)

Completion of Early Childhood Studies: General would qualify students up to a Master Teacher level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII, and Federally funded programs.

The graduate of the AS or Certificate Program in Early Childhood Studies: General will:
- Understand and apply child development theories and principles.
- Identify and implement observation, documentation, and other assessment strategies.
- Value and cultivate collaborative family and community relationships.
- Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children’s behavior and learning.
- Develop self-reflective habits and grow as members of the Early Childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
- Develop an environment that honors the diversity of the learning community (children, families, staff and community) through empowerment, equity, respect and dignity.

A major of 39 units is required for the associate in science degree and certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAMA 189 Independent Projects in Drama</td>
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<table>
<thead>
<tr>
<th>Recommended core courses (33 units):</th>
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</thead>
<tbody>
<tr>
<td>DANCE 120 Ballet</td>
</tr>
<tr>
<td>DANCE 130 Jazz</td>
</tr>
<tr>
<td>DRAMA 115 Repertory Theatre</td>
</tr>
<tr>
<td>DRAMA 118 Introduction to Technical Theatre Lab</td>
</tr>
<tr>
<td>DRAMA 189 Independent Projects in Drama</td>
</tr>
</tbody>
</table>

| DRAMA 178 Basic Competencies in Technical Theatre A | 6 |
| DRAMA 304 Internship in Theatre Production A | 10 |

| Semester 2 |
| DRAMA 178 Basic Competencies in Technical Theatre B | 6 |
| DRAMA 304 Internship in Theatre Production B | 10 |

| Semester 3 |
| DRAMA 178 Basic Competencies in Technical Theatre C | 6 |
| DRAMA 304 Internship in Theatre Production C | 10 |

| Semester 4 |
| DRAMA 178 Basic Competencies in Technical Theatre D | 6 |
| DRAMA 304 Internship in Theatre Production D | 10 |

<table>
<thead>
<tr>
<th>Recommended electives:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAMA 118 Introduction to Technical Theatre Lab</td>
</tr>
<tr>
<td>DRAMA 189 Independent Projects in Drama</td>
</tr>
<tr>
<td>DRAMA 303 Advanced Participation in Theatrical Production ABCD</td>
</tr>
<tr>
<td>DRAMA 199 Topics in Theatre</td>
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### DEGREES & CERTIFICATES

<table>
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<tr>
<th>NUMBER</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>ECS 100</td>
<td>Early Child Development</td>
<td>3</td>
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<tr>
<td>ECS 101</td>
<td>Child, Family, and Community</td>
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<tr>
<td>ECS 102</td>
<td>Child, Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECS 104</td>
<td>Intro to Early Childhood Ed.</td>
<td>3</td>
</tr>
<tr>
<td>ECS 105</td>
<td>Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECS 106</td>
<td>Introduction to Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECS 115</td>
<td>Caring for Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>ECS 116</td>
<td>Multicultural Education/Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECS 118</td>
<td>Practicum: Preschool</td>
<td>3</td>
</tr>
<tr>
<td>ECS 119</td>
<td>Practicum: Infant/Toddler</td>
<td>3</td>
</tr>
<tr>
<td>ECS 122</td>
<td>Positive Child Guidance</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus a minimum of 6 units selected from the following:

- ECS 112: The Preschool Child With Special Needs 3
- ECS 113: Early Infant Intervention 3
- ECS 114: Parent/Child Relationships 3
- ECS 117: Teaching the Bilingual/Bicultural Child 3
- ECS 125: Curriculum for School-age Children 3
- ECS 301: Parent Education 1 3
- ECS 302: Parent Education 2 3
- ECS 303: Introduction to Blackboard and Child Development Research 1
- ECS 310: Art for Young Children .5
- ECS 311: Creating Learning Materials .5
- ECS 312: Music Activities for Young Children .5
- ECS 324: Early Literacy Development 1.5
- ECS 325: Literacy: Effective Teaching Strategies 1.5
- FSN 109: Basic Nutrition for Health 3
- FSN 110: Nutrition Science 3
- ENGL 137: Children's Literature 3
- SPAN 101: Elementary Spanish 5

### EARLY CHILDHOOD STUDIES: ELEMENTARY EDUCATION WITH BILINGUAL/BICULTURAL EMPHASIS (A.S. & Certificate of Achievement)

Completion of Elementary Education with Bilingual/ Bicultural Emphasis would qualify students up to a Master Teacher level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII, and Federally funded programs.

The graduate of the AS or Certificate Program in Elementary Education with Bilingual/ Bicultural Emphasis will:
- Understand and apply child development theories and principles.
- Identify and implement observation, documentation, and other assessment strategies.
- Value and cultivate collaborative family and community relationships.
- Develop self-reflective habits and grow as members of the Early Childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
- Develop an environment that honors the diversity of the learning community (children, families, staff and community) through empowerment, equity, respect and dignity.

A major of 42 units is required for the associate in science degree and certificate.

#### COURSE NUMBER | TITLE                                           | UNITS |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>ECS 100</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECS 101</td>
<td>Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>ECS 104</td>
<td>Intro to Early Childhood Ed.</td>
<td>3</td>
</tr>
<tr>
<td>ECS 105</td>
<td>Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECS 106</td>
<td>Introduction to Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECS 116</td>
<td>Multicultural Education/Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECS 117</td>
<td>Teaching the Bilingual/Bicultural Child</td>
<td>3</td>
</tr>
<tr>
<td>ECS 118</td>
<td>Practicum: Preschool</td>
<td>3</td>
</tr>
<tr>
<td>ECS 119</td>
<td>Practicum: Infant/Toddler</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Required core courses (39 units):

- ECS 112: The Preschool Child With Special Needs 3
- ECS 113: Early Infant Intervention 3
- ECS 114: Parent/Child Relationships 3
- ECS 117: Teaching the Bilingual/Bicultural Child 3
- ECS 125: Curriculum for School-age Children 3
- ECS 301: Parent Education 1 3
- ECS 302: Parent Education 2 3
- ECS 303: Introduction to Blackboard and Child Development Research 1
- ECS 310: Art for Young Children .5
- ECS 311: Creating Learning Materials .5
- ECS 312: Music Activities for Young Children .5
- ECS 324: Early Literacy Development 1.5
- ECS 325: Literacy: Effective Teaching Strategies 1.5
- FSN 109: Basic Nutrition for Health 3
- FSN 110: Nutrition Science 3
- ENGL 137: Children's Literature 3
- SPAN 101: Elementary Spanish 5

The graduate of the AS or Certificate Program in Elementary Education with Bilingual/ Bicultural Emphasis will:
- Understand and apply child development theories and principles.
- Identify and implement observation, documentation, and other assessment strategies.
- Value and cultivate collaborative family and community relationships.
- Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children's behavior and learning.
- Develop self-reflective habits and grow as members of the Early Childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
- Develop an environment that honors the diversity of the learning community (children, families, staff and community) through empowerment, equity, respect and dignity.

A major of 42 units is required for the associate in science degree and certificate. Demonstration of proficiency in Spanish and in English is required (see note).
### EARLY CHILDHOOD STUDIES: SPECIAL EDUCATION (A.S. & Certificate of Achievement)

Completion of Special Education would qualify students up to a Master Teacher level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title 5, Title XXII, and Federally funded programs.

The graduate of the AS or Certificate Program in Special Education will:
- Understand and apply child development theories and principles.
- Identify and implement observation, documentation, and other assessment strategies.
- Value and cultivate collaborative family and community relationships.
- Identify, develop and implement developmentally appropriate curriculum and teaching practices to positively guide children’s behavior and learning.
- Develop self-reflective habits and grow as members of the Early Childhood profession to understand the complexities of working with diverse groups of families, children, staff and the community.
- Develop an environment that honors the diversity of the learning community (children, families, staff and community) through empowerment, equity, respect and dignity.

A major of 41 units is required for the associate in science degree and certificate.

### COURSE NUMBER  TITLE  UNITS

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>ECS 100</td>
<td>Child Growth and Development</td>
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<tr>
<td>ECS 101</td>
<td>Child, Family, and Community</td>
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<tr>
<td>ECS 102</td>
<td>Child Health, Safety and Nutrition</td>
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<tr>
<td>ECS 104</td>
<td>Intro to Early Childhood Ed.</td>
<td>3</td>
</tr>
<tr>
<td>ECS 105</td>
<td>Observation and Assessment</td>
<td>3</td>
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<tr>
<td>ECS 106</td>
<td>Introduction to Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECS 111</td>
<td>Supervision and Administration</td>
<td>3</td>
</tr>
<tr>
<td>ECS 115</td>
<td>Caring for Infants and Toddlers</td>
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<td>ECS 118</td>
<td>Practicum: Preschool</td>
<td>3</td>
</tr>
<tr>
<td>ECS 119</td>
<td>Practicum: Infant Toddler</td>
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<tr>
<td>ECS 120</td>
<td>Mentor Teacher and Adult Supervision</td>
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<tr>
<td>ECS 320</td>
<td>Administration: Staff Leadership</td>
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<tr>
<td>ECS 321</td>
<td>Administration: Professional Ethics</td>
<td>1</td>
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<tr>
<td>ECS 322</td>
<td>Administration: Parents as Partners</td>
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<tr>
<td>ECS 112</td>
<td>The Preschool Child with Special Needs</td>
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<tr>
<td>ECS 113</td>
<td>Early Infant Intervention</td>
<td>3</td>
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<tr>
<td>ECS 114</td>
<td>Parent/Child Relationships</td>
<td>3</td>
</tr>
<tr>
<td>ECS 117</td>
<td>Teaching the Bilingual/Bicultural Child</td>
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<tr>
<td>ECS 122</td>
<td>Positive Child Guidance</td>
<td>3</td>
</tr>
<tr>
<td>ECS 121</td>
<td>Family Child Care Business</td>
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<tr>
<td>ECS 125</td>
<td>Curriculum for School-age Children</td>
<td>3</td>
</tr>
<tr>
<td>ECS 301</td>
<td>Parent Education 1</td>
<td>3</td>
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<tr>
<td>ECS 302</td>
<td>Parent Education 2</td>
<td>3</td>
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<tr>
<td>ECS 303</td>
<td>Introduction to Blackboard and Child</td>
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<tr>
<td>BUS 106</td>
<td>Small Business Management</td>
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<tr>
<td>BUS 107</td>
<td>Human Relations in Business</td>
<td>3</td>
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<tr>
<td>ACCT 317</td>
<td>Bookkeeping</td>
<td>3</td>
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<td>FSN 109</td>
<td>Basic Nutrition for Health</td>
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<tr>
<td>FSN 110</td>
<td>Nutrition Science</td>
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</table>

Plus a minimum of 3 units selected from the following:

### COURSE NUMBER  TITLE                                      | UNITS |
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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>ECS/EDUC 133</td>
<td>Technology for Educators</td>
<td>3</td>
</tr>
<tr>
<td>ECS 303</td>
<td>Introduction to Blackboard and Child Development Research</td>
<td>1</td>
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</tbody>
</table>

Required core courses (38 units)

### DEGREES & CERTIFICATES
### ELECTRONICS TECHNOLOGY (A.S.)

The associate in science degree in electronics technology provides the basic knowledge and skills required for a wide variety of occupations in the field of electronics. This degree will also allow the student to transfer into an engineering technology baccalaureate program.

The graduate of the AS Program in Electronics Technology will:
- Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital, and analog circuits.
- Use computer simulation and design software to conduct, analyze and interpret electrical, digital, and analog circuits.
- Make calculations involving various electrical laws, formulas, and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
- Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
- Write technical laboratory reports with conclusions.
- Demonstrate learned skills with a capstone project requiring you to design, build, and evaluate a piece of electronic equipment.

A major of 26 units is required for the associate in science degree.

<table>
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<tr>
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<th>TITLE</th>
<th>UNITS</th>
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<tr>
<td>EL 118</td>
<td>Fundamentals of DC and AC Circuit Analysis</td>
<td>3</td>
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<tr>
<td>EL 111</td>
<td>Fundamentals of DC Circuit Analysis</td>
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</tr>
<tr>
<td>EL 113</td>
<td>Fundamentals of AC Circuit Analysis</td>
<td>1.5</td>
</tr>
<tr>
<td>EL 119</td>
<td>Fundamentals of DC and AC Circuit Analysis Lab</td>
<td>2</td>
</tr>
<tr>
<td>EL 112</td>
<td>Fundamentals of DC Circuit Analysis Lab</td>
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<tr>
<td>EL 114</td>
<td>Fundamentals of AC Circuit Analysis Lab</td>
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<tr>
<td>EL 122</td>
<td>Electronic Devices and Circuits</td>
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<td>EL 123</td>
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<tr>
<td>EL 125</td>
<td>Digital Devices and Circuits</td>
<td>3</td>
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<tr>
<td>EL 126</td>
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<tr>
<td>EL 135</td>
<td>Electronic Measurement and Instrumentation</td>
<td>3</td>
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<tr>
<td>EL 136</td>
<td>Electronic Measurement and Instrumentation Lab</td>
<td>2</td>
</tr>
<tr>
<td>EL 146</td>
<td>Electronic Product Design, Fabrication and Documentation</td>
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### DEGREES & CERTIFICATES

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>EL 113</td>
<td>Fundamentals of AC Circuit Analysis</td>
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<td>EL 119</td>
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<td>EL 112</td>
<td>Fundamentals of DC Circuit Analysis Lab</td>
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<tr>
<td>EL 136</td>
<td>Electronic Measurement and Instrumentation Lab</td>
<td>2</td>
</tr>
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</table>

### ELECTRONIC ENGINEERING TECHNOLOGY (A.S.)

The associate in science degree curriculum in electronic engineering technology provides the lower division course requirements leading to a baccalaureate degree in engineering technology.

The graduate of the AS Program in Electronic Engineering Technology will:
- Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital, and analog circuits.
- Use computer simulation and design software to conduct, analyze and interpret electrical, digital, and analog circuits.
- Make calculations involving various electrical laws, formulas, and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
- Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
- Write technical laboratory reports with conclusions.
- Demonstrate learned skills with a capstone project requiring you to design, build, and evaluate a piece of electronic equipment.

A major of 42 units is required for the associate in science degree.

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<td>EL 113</td>
<td>Fundamentals of AC Circuit Analysis</td>
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<td>EL 112</td>
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<td>EL 114</td>
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<td>EL 122</td>
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### DIGITAL SYSTEMS TECHNICIAN (Certificate of Achievement)

A major of 29 units is required for the certificate.

<table>
<thead>
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<tbody>
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<td>EL 118</td>
<td>Fundamentals of DC and AC Circuit Analysis</td>
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<tr>
<td>EL 111</td>
<td>Fundamentals of DC Circuit Analysis</td>
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## DEGREES & CERTIFICATES

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<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>EL 146</td>
<td>Electronic Product Design, Fabrication and Documentation</td>
<td>2</td>
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<tr>
<td>CHEM 120</td>
<td>Introductory Chemistry</td>
<td>4</td>
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<tr>
<td>MATH 181</td>
<td>Calculus 1</td>
<td>5</td>
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<tr>
<td>PHYS 141</td>
<td>General Physics 1</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 142</td>
<td>General Physics 2</td>
<td>4</td>
</tr>
<tr>
<td>COM SC</td>
<td>Any 3 unit programming course</td>
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</table>

## ELECTRONICS TECHNOLOGY WITH EMPHASIS IN NETWORK MAINTENANCE AND DIGITAL TECHNOLOGIES (A.S. & Certificate of Achievement)

The electronic training certificate provides the basic knowledge and skills required for entry-level employment in a broad range of career occupations.

### COURSE NUMBER TITLE UNITS

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>COM SC 142</td>
<td>Computer Fundamentals in Digital Design Lab</td>
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### ELECTRONIC TRAINING (Certificate of Achievement)

The electronic training certificate provides the basic knowledge and skills required for entry-level employment in a broad range of career occupations.

### COURSE NUMBER TITLE UNITS

<table>
<thead>
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<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>EL 105</td>
<td>PC Preventive Maintenance and Upgrading</td>
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<tr>
<td>EL 106</td>
<td>Networking Essentials 1</td>
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<td>EL 107</td>
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<td>EL 108</td>
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<tr>
<td>EL 109</td>
<td>Networking Essentials 4</td>
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<td>EL 118</td>
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<td>EL 111</td>
<td>Fundamentals of DC Circuit Analysis</td>
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<td>EL 113</td>
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<td>EL 122</td>
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<tr>
<td>EL 126</td>
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<td>2</td>
</tr>
<tr>
<td>COM SC 141</td>
<td>Computer Fundamentals in Digital Design</td>
<td>3</td>
</tr>
</tbody>
</table>

## ELECTRONICS TECHNOLOGY WITH EMPHASIS IN MECHATRONICS (A.S. & Certificate of Achievement)

The mechatronics technology program offers students a comprehensive program of study in the software, the electronics, and the mechanics of technologies used in automation (process control), robotics, and machine design and maintenance.

### COURSE NUMBER TITLE UNITS

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM SC 121</td>
<td>Fundamentals of Programming</td>
<td>4</td>
</tr>
<tr>
<td>COM SC 161</td>
<td>Discrete Structures</td>
<td>3</td>
</tr>
<tr>
<td>COM SC 171</td>
<td>FORTRAN</td>
<td>3</td>
</tr>
<tr>
<td>COM SC 175</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

## Required Core Courses (18 units):

- EL 146: Electronic Product Design, Fabrication and Documentation (2 units)
- CHEM 120: Introductory Chemistry (4 units)
- MATH 181: Calculus 1 (5 units)
- PHYS 141: General Physics 1 (4 units)
- PHYS 142: General Physics 2 (4 units)
- COM SC: Any 3 unit programming course (3 units)

## Electronics Option or Computer Science Option

- EL 125: Digital Devices and Circuits (3 units)
- EL 126: Digital Devices and Circuits Lab (2 units)
- COM SC 141: Computer Fundamentals in Digital Design (3 units)

## COM SC Options

- Any 3 unit programming course (3 units)
- COM SC 171: FORTRAN (3 units)
- COM SC 175: Object-Oriented Programming (3 units)

### Required Core Courses (18 units):

- EL 105: PC Preventive Maintenance and Upgrading (3 units)
- EL 106: Networking Essentials 1 (3 units)
- EL 107: Networking Essentials 2 (3 units)
- EL 108: Networking Essentials 3 (2 units)
- EL 109: Networking Essentials 4 (2 units)
- EL 118: Fundamentals of DC and AC Circuit Analysis (3 units)
- EL 111: Fundamentals of DC Circuit Analysis (1.5 units)
- EL 113: Fundamentals of AC Circuit Analysis (1.5 units)
- EL 119: Fundamentals of DC and AC Circuit Analysis Lab (2 units)
- EL 112: Fundamentals of DC Circuit Analysis Lab (1 unit)
- EL 114: Fundamentals of AC Circuit Analysis Lab (1 unit)
- EL 122: Electronic Devices and Circuits (3 units)
- EL 123: Electronic Devices and Circuits Lab (2 units)
- EL 125: Digital Devices and Circuits (3 units)
- EL 126: Digital Devices and Circuits Lab (2 units)

### Plus a minimum of 3 units selected from the following:

#### Electronics Option

- EL 125: Digital Devices and Circuits (3 units)
- EL 126: Digital Devices and Circuits Lab (2 units)
- COM SC 141: Computer Fundamentals in Digital Design (3 units)

#### Computer Science Option

- Any 3 unit programming course (3 units)
- COM SC 171: FORTRAN (3 units)
- COM SC 175: Object-Oriented Programming (3 units)

### Plus a minimum of 5 units selected from the following:

- BUS 101: Introduction to Business (3 units)
- CBIS 101: Computer Concepts and Applications (3 units)
- COM SC 102: Introduction to Computing with HTML (3 units)
- EL 125: Digital Devices and Circuits (3 units)
- EL 126: Digital Devices and Circuits Lab (2 units)
- COM SC 141: Computer Fundamentals in Digital Design (3 units)

### Additional Options

- COM SC 121: Fundamentals of Programming (4 units)
- COM SC 161: Discrete Structures (3 units)
- COM SC 171: FORTRAN (3 units)
- COM SC 175: Object-Oriented Programming (3 units)

### Additional Requirements

- Plus a minimum of 3 units selected from the following:
- EL 125: Digital Devices and Circuits (3 units)
- EL 126: Digital Devices and Circuits Lab (2 units)
- COM SC 141: Computer Fundamentals in Digital Design (3 units)

### Additional Requirements for Mechatronics Option

- COM SC 121: Fundamentals of Programming (4 units)
- COM SC 161: Discrete Structures (3 units)
- COM SC 171: FORTRAN (3 units)
- COM SC 175: Object-Oriented Programming (3 units)

### Additional Requirements for Computer Science Option

- Any 3 unit programming course (3 units)
- COM SC 171: FORTRAN (3 units)
- COM SC 175: Object-Oriented Programming (3 units)

### Additional Requirements for Electronics Option

- EL 125: Digital Devices and Circuits (3 units)
- EL 126: Digital Devices and Circuits Lab (2 units)
- COM SC 141: Computer Fundamentals in Digital Design (3 units)

### Additional Requirements for Mechatronics Option

- COM SC 121: Fundamentals of Programming (4 units)
- COM SC 161: Discrete Structures (3 units)
- COM SC 171: FORTRAN (3 units)
- COM SC 175: Object-Oriented Programming (3 units)

### Additional Requirements for Computer Science Option

- Any 3 unit programming course (3 units)
- COM SC 171: FORTRAN (3 units)
- COM SC 175: Object-Oriented Programming (3 units)

### Additional Requirements for Electronics Option

- EL 125: Digital Devices and Circuits (3 units)
- EL 126: Digital Devices and Circuits Lab (2 units)
- COM SC 141: Computer Fundamentals in Digital Design (3 units)
- Write technical laboratory reports with conclusions.
- Demonstrate learned skills with a capstone project requiring you to design, build, and evaluate a piece of electronic equipment.
- Apply current knowledge and adapt to emerging applications of automation and control.

A major of 52 units is required for the associate in science degree and certificate.

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<tbody>
<tr>
<td>COM SC 121</td>
<td>Fundamentals of Programming 1</td>
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<td>EL/COM EL/</td>
<td>Introduction to Robotics and Mechatronics</td>
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<tr>
<td>EL 111</td>
<td>Fundamentals of DC Circuit Analysis</td>
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<td>EL 112</td>
<td>Fundamentals of DC Circuit Analysis Lab</td>
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<td>EL 113</td>
<td>Fundamentals of AC Circuit Analysis</td>
<td>1.5</td>
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<tr>
<td>EL 114</td>
<td>Fundamentals of AC Circuit Analysis Lab</td>
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<td>EL 122</td>
<td>Electronic Devices and Circuits</td>
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<tr>
<td>EL 123</td>
<td>Electronic Devices and Circuits Lab</td>
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<tr>
<td>COM SC 141</td>
<td>Computer Fundamentals in Digital Design</td>
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<td>EL 125</td>
<td>Digital Devices and Circuits</td>
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<td>COM SC 142</td>
<td>Computer Fundamentals in Digital Design Lab</td>
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<td>EL 126</td>
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<tr>
<td>MT 330</td>
<td>Print Reading and Interpretation</td>
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<tr>
<td>WLD T 306</td>
<td>Layout and Fabrication Interpretation</td>
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<td>EL 146</td>
<td>Electronic Product Design, Fabrication and Documentation</td>
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<tr>
<td>MT 109</td>
<td>Survey of Machining</td>
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<tr>
<td>ET 140</td>
<td>Engineering Drawing</td>
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<td>Materials and Processes</td>
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Plus a minimum of 15 units selected from the following:

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<td>COM SC 122</td>
<td>Fundamentals of Programming 2</td>
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<tr>
<td>COM SC 175</td>
<td>Object-Oriented Programming</td>
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<tr>
<td>COM SC 164</td>
<td>Software Engineering</td>
<td>3</td>
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<tr>
<td>EL/COM SC 105</td>
<td>PC Preventive Maintenance and Upgrade</td>
<td>3</td>
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<tr>
<td>EL/COM SC 320</td>
<td>A+ Certification</td>
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<td>EL/COM SC 106</td>
<td>Networking Essentials 1</td>
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<tr>
<td>EL/COM SC 107</td>
<td>Networking Essentials 2</td>
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<td>EL/COM EL/ET 128</td>
<td>Renewable Energy</td>
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<td>EL/COM EL/ET 131</td>
<td>Programmable Logic Controllers</td>
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<td>EL/COM EL/ET 133</td>
<td>Transducers and Sensors</td>
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<td>Electronic Measurement and Instrumentation</td>
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<td>EL 136</td>
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<td>COM SC 137</td>
<td>Microcomputer Architecture and Software Design</td>
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<tr>
<td>EL/ET 138</td>
<td>Introduction to Motorola's 68000 Microprocessor Family</td>
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<tr>
<td>EL/COM EL/</td>
<td>Electrical Power, Motors, and Controls</td>
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<tr>
<td>EL/COM EL/</td>
<td>Fluid Power and Control</td>
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<tr>
<td>ET 100</td>
<td>Computer Aided Drafting and Design</td>
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<tr>
<td>MT 100</td>
<td>Machine Tool Practices</td>
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<tr>
<td>PHYS 100</td>
<td>Concepts in Physics</td>
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<tr>
<td>PHYS 110</td>
<td>Introductory Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS SC 111</td>
<td>Matter, Energy, and Molecules</td>
<td>4</td>
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<td>SPACE 104</td>
<td>Quality Management Control and Safety</td>
<td>3</td>
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<td>WLD T 106</td>
<td>Beginning Welding</td>
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<td>WLD T 107</td>
<td>Advanced Welding</td>
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<td>G.M.A.W. Welding</td>
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<td>WLD T 308</td>
<td>T.I.G. Welding</td>
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<tr>
<td>WLD T 315</td>
<td>Metal Fabrication</td>
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### EMERGENCY MEDICAL SERVICES (A.S. & Certificate of Achievement)

The associate in science degree and certificate in emergency medical services prepares students to be entry-level technician positions capable of providing emergency medical care and transportation as well as the ability to professionally interact with allied medical team members.

The graduate of the AS or Certificate Program in Emergency Medical Services will:

- Identify minimum qualifications and entry-level skills for an EMT-1 Basic.
- Describe the following elements: application process; written exam process; physical agility testing, and oral interview.
- Identify the history of EMS and the impact of culture and diversity within that history.
- Demonstrate the role and responsibilities of EMTs as professionals in the health care system interacting with other allied health personnel.
- Demonstrate the process for conducting patient assessments in a variety of pre-hospital situations for clients of various ages.
- Recognize the signs and symptoms of life threatening situations and be able to triage clients accurately, formulating and evaluating treatment plans for patients of various ages in pre-hospital settings.
- Develop, demonstrate and evaluate treatment plans for patients forms of trauma.
- Demonstrate the principles and practices for organizing an accident scene when an ambulance is required including: a. Analyzing a multiple casualty incident (MCI) and directing resources approximately in a timely manner. b. Organizing appropriate scene response, scene size up, initial assessment, focused assessment, detailed assessment, and appropriate medical care of clients of various ages.
- Differentiate the incidence, morbidity, and mortality of soft tissue injuries in trauma patients.
- Create a treatment plan based on the patient’s presenting signs and symptoms.
- Demonstrate the ability to revise the treatment plan based on the patient’s needs and changes in physical and psychosocial baselines.
- Collect and construct a concise and detailed patient report.
- Demonstrate competency using aseptic technique when using emergency equipment.
- Demonstrate the safe driving and operation of an ambulance and all related patient transfer equipment.

A major of 33 units is required for the associate in science degree and certificate.
### Required core courses (21 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>EMS 300</td>
<td>Introduction to Emergency Medical Services</td>
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<tr>
<td>EMS 301</td>
<td>Emergency Medical Technician-1 (Basic)</td>
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<tr>
<td>ENGL 302</td>
<td>Writing for Occupational Programs</td>
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<tr>
<td>EMS 302</td>
<td>EMS Academy 1B (Advanced)</td>
<td>7</td>
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<tr>
<td>EMS 306</td>
<td>CPR for Healthcare Providers</td>
<td>.5</td>
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<tr>
<td>AJ 341</td>
<td>Emergency Vehicle Operations/Non-Law Enforcement</td>
<td>.5</td>
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<tr>
<td>ENVT 310</td>
<td>Hazardous Materials First Responder Operational</td>
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<td>HUSER 148</td>
<td>Coping with Emergency Response</td>
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Plus a minimum of 12 units selected from the following:

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<tbody>
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<td>MA 301</td>
<td>Science for Health Occupations</td>
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<tr>
<td>MA 303</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>EMS 134</td>
<td>Internship Seminar</td>
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<tr>
<td>EMS 136</td>
<td>Internship Field Experience</td>
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<tr>
<td>EMS 303</td>
<td>Paramedic Prep</td>
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<tr>
<td>EMS 304</td>
<td>EMT Clinical Experience</td>
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<tr>
<td>EMS 307</td>
<td>Wilderness EMS-First Aid</td>
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<tr>
<td>EMS 309</td>
<td>Basic Trauma Life Support</td>
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<tr>
<td>EMS 310</td>
<td>Child Care First Aid and CPR</td>
<td>.5</td>
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<tr>
<td>EMS 320</td>
<td>Emergency Medical Response to Hazardial Materials</td>
<td>1</td>
</tr>
<tr>
<td>EMS 321</td>
<td>Advanced Cardiac Life Support (ACLS)</td>
<td>1</td>
</tr>
<tr>
<td>EMS 322</td>
<td>Pediatric Advanced Life Support</td>
<td>1</td>
</tr>
<tr>
<td>EMS 328</td>
<td>Wilderness EMS - Wilderness Travel</td>
<td>1.5</td>
</tr>
<tr>
<td>EMS 337</td>
<td>Wilderness EMS - Aircraft Search Technology and Techniques</td>
<td>2</td>
</tr>
<tr>
<td>EMS/FT/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVT 338</td>
<td>Land Navigation</td>
<td>1.5</td>
</tr>
<tr>
<td>EMS 343</td>
<td>Paramedic Clinical Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>EMS 347</td>
<td>Wilderness EMS- Urban, Rural and Wilderness SAR Management</td>
<td>2</td>
</tr>
<tr>
<td>EMS 350</td>
<td>Wilderness EMS - Essentials of Search and Rescue</td>
<td>3</td>
</tr>
<tr>
<td>EMS 353</td>
<td>Paramedic Field Internship</td>
<td>10</td>
</tr>
<tr>
<td>EMS 360</td>
<td>Wilderness EMS - Man Tracking 1</td>
<td>1</td>
</tr>
<tr>
<td>EMS 362</td>
<td>Wilderness EMS - Man Tracking 2</td>
<td>1</td>
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<tr>
<td>EMS 378</td>
<td>Wilderness EMS - EMT Wilderness Transition</td>
<td>2.5</td>
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<tr>
<td>EMS 388</td>
<td>Wilderness EMS - Searching with Canine (K-9) Teams</td>
<td>2.5</td>
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<tr>
<td>EMS 416</td>
<td>Child Care First Aid and CPR Refresher</td>
<td>.5</td>
</tr>
<tr>
<td>FT/EMS 319</td>
<td>Emergency Response to Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>WFT 302</td>
<td>Basic Incident Command System (I-200)</td>
<td>.5</td>
</tr>
</tbody>
</table>

For degree purposes, the written composition and competency in written expression graduation requirements will have been met by the major.
EMERGENCY MEDICAL SERVICES ACADEMY (Certificate of Accomplishment)
The graduate of the Certificate Program in Emergency Medical Services Academy will:
- Recognize the role and responsibilities of EMTs as professionals in the health care system interacting with other allied health personnel.
- Demonstrate the process for conducting patient assessments in a variety of pre-hospital situations for patients of various ages.
- Recognize the signs and symptoms of life threatening situations and be able to triage clients accurately, formulating and evaluating treatment plans for clients of various ages in pre-hospital settings.
- Develop, demonstrate and evaluate treatment plans for clients with various forms of trauma.
- Demonstrate the principles and practices for organizing an accident scene when an ambulance is required including: a. Analyzing a multiple casualty incident (MCI) and directing resources appropriately in a timely manner. b. Organizing appropriate scene response, scene size up, initial assessment, focused assessment, detailed assessment, and appropriate medical care of clients of various ages.
- Differentiate the incidence, morbidity, and mortality of soft tissue injuries in trauma patients.
- Create a treatment plan based on the patient's presenting signs and symptoms.
- Demonstrate the ability to revise the treatment plan based on the patient's needs and changes in physical and psychosocial baselines.
- Demonstrate competency using aseptic technique when using emergency equipment.
- Describe the role and responsibilities of the EMTs as professionals in the health care system interacting with other allied health personnel.
- Demonstrate the process for conducting patient assessments in a variety of pre-hospital situations for patients of various ages.
- Recognize the signs and symptoms of life threatening situations and be able to triage clients accurately, formulating and evaluating treatment plans for clients of various ages in pre-hospital settings.
- Develop, demonstrate and evaluate treatment plans for patients with various forms of trauma.
- Demonstrate the principles and practices for organizing an accident scene when an ambulance is required including: a. Analyzing a multiple casualty incident (MCI) and directing resources appropriately in a timely manner. b. Organizing appropriate scene response, scene size up, initial assessment, focused assessment, detailed assessment, and appropriate medical care of clients of various ages.

Eight units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 302</td>
<td>EMS Academy 1B (Advanced)</td>
<td>7</td>
</tr>
<tr>
<td>AJ 341</td>
<td>Emergency Vehicle Operations - Non-Law Enforcement</td>
<td>1</td>
</tr>
</tbody>
</table>

EMERGENCY MEDICAL SERVICES - EMERGENCY MEDICAL TECHNICIAN 1 (BASIC) REFRESHER (Certificate of Accomplishment)
The graduate of the Certificate Program in Emergency Medical Technician 1 (Basic) Refresher will:
- Describe the role and responsibilities of the EMTs as professionals in the health care system interacting with other allied health personnel.
- Demonstrate the process for conducting patient assessments in a variety of pre-hospital situations for patients of various ages.
- Recognize the signs and symptoms of life threatening situations and be able to triage clients accurately, formulating and evaluating treatment plans for clients of various ages in pre-hospital settings.
- Develop, demonstrate and evaluate treatment plans for patients with various forms of trauma.
- Demonstrate the principles and practices for organizing an accident scene when an ambulance is required including: a. Analyzing a multiple casualty incident (MCI) and directing resources appropriately in a timely manner. b. Organizing appropriate scene response, scene size up, initial assessment, focused assessment, detailed assessment, and appropriate medical care of clients of various ages.

One and one-half – two units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 401</td>
<td>Emergency Medical Technician 1 (Basic) Refresher</td>
<td>1.5</td>
</tr>
</tbody>
</table>

EMERGENCY MEDICAL SERVICES - ADVANCED CARDIAC LIFE SUPPORT (Certificate of Accomplishment)
The graduate of the Certificate Program in Advance Cardiac Life Support will:
- Demonstrate the process for conducting patient assessments in a variety of advanced life support pre-hospital and hospital situations for adult patients.
- Recognize the signs and symptoms of life threatening cardiac related emergencies.
- Develop, demonstrate, and evaluate treatment plans for patients with various types of cardiac emergencies.
- Demonstrate the ability to revise the treatment plan based on the patient's needs and changes in physical and psychosocial baselines.
- Collect and construct a concise and detailed patient history and report.
- Demonstrate competency using aseptic technique when using emergency equipment.
- Demonstrate the safe driving and operation of an ambulance and all related patient transfer equipment.
- Describe the following elements: application process; written exam process, physical agility testing, and oral interview.
- Identify potentially dangerous cardiac arrhythmias and demonstrate the appropriate drug and electrical therapy for each of these EKG rhythms.
- Demonstrate the proper insertion, ventilation, and maintenance of advanced level airways.

Three units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 309</td>
<td>Basic Trauma Life Support</td>
<td>1</td>
</tr>
<tr>
<td>EMS 321</td>
<td>Advanced Cardiac Life Support</td>
<td>1</td>
</tr>
<tr>
<td>EMS 359</td>
<td>Pediatric Education/Prehospital Professional</td>
<td>1</td>
</tr>
</tbody>
</table>

EMERGENCY MEDICAL SERVICES - FIRST RESPONDER UPDATE (Certificate of Accomplishment)
The graduate of the Certificate Program in First Responder Update will:
- Describe the role and responsibilities of the Medical First Responder as professionals in the health care system interacting with other allied health personnel.
- Demonstrate the process for conducting patient assessments in a variety of pre-hospital situations for patients of various ages.
- Recognize the signs and symptoms of life threatening situations and be able to triage clients accurately, formulating and evaluating treatment plans for clients of various ages in pre-hospital settings prior to EMTs and/or paramedics arriving.
- Develop, demonstrate and evaluate treatment plans for patients with various forms of trauma and illness.

One-half unit constitutes the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 461</td>
<td>First Responder Update</td>
<td>.5</td>
</tr>
</tbody>
</table>
ENGINEERING (A.A.)
The associate degree in engineering provides lower-division coursework that can serve as the basis for a bachelor's degree offered by a four-year college or university. Students who intend to transfer should check the lower-division requirements in the catalog of the college or university to which they intend to transfer, create a Student Educational Plan with an academic counselor, visit www.assist.org, and consult the engineering faculty. The engineering program provides a general background suitable for a variety of engineering fields including mechanical, civil, aerospace, electrical, computer and biomedical engineering.

The graduate of the AA Program in Engineering will:
- Apply fundamental concepts of mathematics (through calculus), science and engineering.
- Identify, formulate, and solve basic engineering problems.
- Conduct experiments and analyze and interpret data.
- Make basic design decisions concerning appropriate-level engineering problems.
- Communicate effectively both orally and in writing, using symbols, graphics and numbers.
- Recognize the need for, and an ability to engage in, lifelong learning.
- Function professionally and ethically as an individual and within diverse teams.
- Use techniques, skills and modern engineering tools necessary in engineering education and practice.

A major of 35 units is required for the associate in arts degree.

**COURSE NUMBER** | **TITLE** | **UNITS**
--- | --- | ---
CHEM 150 | General Chemistry 1 | 5
MATH 181 | Calculus 1 | 5
PHYS 161 | Engineering Physics 1 | 5
PHYS 162 | Engineering Physics 2 | 5
PHYS 163 | Engineering Physics 3 | 5

Plus a minimum of 6 units selected from Category A and 9 units selected from Category A and/or B.

**Category A - Engineering**
- ENGR 152 Statics 3
- ENGR 154 Dynamics 3
- ENGR 156 Strength of Materials 4
- ENGR 181 Materials Science 3
- ENGR 162 Materials Science Lab 1
- ENGR 170 Electric Circuit Analysis 3
- ENGR 171 Electric Circuit Lab 1
- ENGR 172 Circuits and Devices 4
- ENGR 173 Circuits and Devices Lab 1

**Category B - Engineering Support**
- CHEM 151 General Chemistry 2 5
- COM SC 121 Fundamentals of Programming 1 4
- COM SC 175 Object-Oriented Programming 3
- COM SC 122 Fundamentals of Programming 2 2
- COM SC 123 Fundamentals of Profframming 3 2
- COM SC 141 Computer Fundamentals in Digital Design 3
- ET 140 Engineering Drawing 3
- ET 145 Advanced Engineering Drawing 3
- MATH 183 Multivariable Calculus 5
- MATH 184 Linear Algebra/Diff Equations 5
- PHYS 162 Engineering Physics 2 5
- PHYS 163 Engineering Physics 3 5

Recommended electives:
- ENGR 100 Introduction to Engineering 1
- ENGR 124 Excel for Science and Engineering 1
- ENGR 126 Matlab for Science and Engineering 1

For degree purposes, the natural science general education requirement will have been met by the major.

ENGINEERING TECHNOLOGY (A.S.)
The associate degree in engineering technology provides a background for employment as a technician or engineering assistant in support of and under the direction of a professional engineer. The major industries of mining, construction, petroleum, manufacturing, transportation, communications, and public utilities require engineering technologists.

A major of 27 units is required for the associate in science degree.

**COURSE NUMBER** | **TITLE** | **UNITS**
--- | --- | ---
ET 100 | Computer Aided Drafting and Design | 3
ET 111 | Technical Drawing | 3
ET 140 | Engineering Drawing | 3
ET 145 | Advanced Engineering Drawing | 3
ET 330 | Print Reading and Interpretation | 3
COM SC 121 | Fundamentals of Programming 1 | 4
PHYS 141 | General Physics 1 | 4
PHYS 142 | General Physics 2 | 4

ENGINEERING TECHNOLOGY: CIVIL (A.S.)
The associate degree in civil engineering technology provides a background for employment in a civil engineering office or for field work in support of and under the direction of a professional engineer. Typical employment is in surveying, field crews recording data to prepare subdivision maps, street and highway proposals, and grading maps.

A major of 26 units is required for the associate in science degree.

**COURSE NUMBER** | **TITLE** | **UNITS**
--- | --- | ---
ARCH 131 | Materials of Construction 1 | 3
ET 111 | Technical Drawing 1 | 3
ENGR 152 | Statics | 3
GEOL 100 | Physical Geology | 4
MATH 181 | Calculus 1 | 5
PHYS 141 | General Physics 1 | 4
PHYS 142 | General Physics 2 | 4

**Category A - Engineering**
- ENGR 152 Statics 3
- ENGR 154 Dynamics 3
- ENGR 156 Strength of Materials 4
- ENGR 181 Materials Science 3
- ENGR 162 Materials Science Lab 1
- ENGR 170 Electric Circuit Analysis 3
- ENGR 171 Electric Circuit Lab 1
- ENGR 172 Circuits and Devices 4
- ENGR 173 Circuits and Devices Lab 1

**Category B - Engineering Support**
- CHEM 151 General Chemistry 2 5
- COM SC 121 Fundamentals of Programming 1 4
- COM SC 175 Object-Oriented Programming 3
- COM SC 122 Fundamentals of Programming 2 2
- COM SC 123 Fundamentals of Profframming 3 2
- COM SC 141 Computer Fundamentals in Digital Design 3
ENGINEERING TECHNOLOGY WITH EMPHASIS IN MECHATRONICS (A.S. & Certificate of Achievement)

The associate in science degree or certificate option offer students a comprehensive program of study in the software, the electronics, and the mechanics of technologies used in automation (process control), robotics, and machine design and maintenance.

The graduate of the AS or Certificate Program in Mechatronics will:
- Demonstrate a fundamental mastery of knowledge and the use of electronic equipment in electrical, digital, and analog circuits.
- Use computer simulation and design software to conduct, analyze and interpret electrical, digital, and analog circuits.
- Make calculations involving various electrical laws, formulas, and principles for predicting circuit parameters using algebra and trigonometry required for electronics.
- Use research strategies to acquire information pertinent to the solution of electronic circuits and systems.
- Write technical laboratory reports with conclusions.
- Demonstrate learned skills with a capstone project requiring you to design, build, and evaluate a piece of electronic equipment.
- Apply current knowledge and adapt to emerging applications of automation and control.

A major of 52 units is required for the associate in science degree and certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>COM SC 121</td>
<td>Fundamentals of Programming 1</td>
<td>4</td>
</tr>
<tr>
<td>EL/COM EL/ET 104</td>
<td>Introduction to Robotics and Mechatronics</td>
<td>3</td>
</tr>
<tr>
<td>EL 111</td>
<td>Fundamentals of DC Circuit Analysis</td>
<td>1.5</td>
</tr>
<tr>
<td>EL 112</td>
<td>Fundamentals of DC Circuit Analysis Lab</td>
<td>1</td>
</tr>
<tr>
<td>EL 113</td>
<td>Fundamentals of AC Circuit Analysis</td>
<td>1.5</td>
</tr>
<tr>
<td>EL 114</td>
<td>Fundamentals of AC Circuit Analysis Lab</td>
<td>1</td>
</tr>
<tr>
<td>EL 122</td>
<td>Electronic Devices and Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EL 123</td>
<td>Electronic Devices and Circuits Lab</td>
<td>2</td>
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<tr>
<td>COM SC 141</td>
<td>Computer Fundamentals in Digital Design</td>
<td>3</td>
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<tr>
<td>EL 125</td>
<td>Digital Devices and Circuits</td>
<td>3</td>
</tr>
<tr>
<td>COM SC 142</td>
<td>Computer Fundamentals in Digital Design Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>EL 126</td>
<td>Digital Devices and Circuits Lab</td>
<td>2</td>
</tr>
<tr>
<td>MT 330</td>
<td>Print Reading and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 306</td>
<td>Layout and Fabrication Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>EL 146</td>
<td>Electronic Product Design, Fabrication and Documentation</td>
<td>2</td>
</tr>
<tr>
<td>MT 109</td>
<td>Survey of Machining</td>
<td>4</td>
</tr>
<tr>
<td>ET 140</td>
<td>Engineering Drawing</td>
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<tr>
<td>SPACE 128</td>
<td>Materials and Processes</td>
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Plus a minimum of 15 units selected from the following:

<table>
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<tr>
<th>COURSE NUMBER</th>
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<tbody>
<tr>
<td>COM SC 106</td>
<td>Networking Essentials 1</td>
<td>3</td>
</tr>
<tr>
<td>COM SC 107</td>
<td>Networking Essentials 2</td>
<td>3</td>
</tr>
<tr>
<td>ET 128</td>
<td>Renewable Energy</td>
<td>3</td>
</tr>
<tr>
<td>COM SC 137</td>
<td>Microcomputer Architecture and Software Design</td>
<td>4</td>
</tr>
<tr>
<td>EL/COM EL/ET 138</td>
<td>Introduction to Motorola's 68000 Microprocessor Family</td>
<td>3</td>
</tr>
<tr>
<td>EL/COM EL/ET 139</td>
<td>Electrical Power, Motors, and Controls</td>
<td>3</td>
</tr>
<tr>
<td>ET 162</td>
<td>Fluid Power and Control</td>
<td>2</td>
</tr>
<tr>
<td>ET 100</td>
<td>Computer Aided Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>MT 100</td>
<td>Machine Tool Practices</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 100</td>
<td>Concepts in Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 110</td>
<td>Introductory Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHY SC 111</td>
<td>Matter, Energy, and Molecules</td>
<td>4</td>
</tr>
<tr>
<td>SPACE 104</td>
<td>Quality Management Control and Safety</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 106</td>
<td>Beginning Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 107</td>
<td>Advanced Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 307</td>
<td>G.M.A.W. Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 308</td>
<td>T.I.G. Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 315</td>
<td>Metal Fabrication</td>
<td>4</td>
</tr>
</tbody>
</table>

ENGINEERING TECHNOLOGY - ENGINEERING DRAFTING (Certificate of Accomplishment)

The certificate in engineering drafting is intended to prepare students for employment (or to transfer to the university) with a strong background in the mechanical areas of drawing while also becoming a skilled operator of a CADD system.

Fifteen units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 100</td>
<td>Computer Aided Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>ET 140</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ET 145</td>
<td>Advanced Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ET 330</td>
<td>Print Reading and Interpretation</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus a minimum of 3 units selected from the following:

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 189</td>
<td>Independent Projects in Engineering Technology</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 111</td>
<td>Architectural Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 121</td>
<td>Architectural Drawing 1</td>
<td>4</td>
</tr>
<tr>
<td>ARCH 122</td>
<td>Architectural Drawing 2</td>
<td>4</td>
</tr>
</tbody>
</table>
ENGLISH (A.A.)

In today's information society, reading comprehension and writing skills are essential for everyone. The English major offers a rich and varied education in these vital areas of literacy -- serving the individual student, the academic community, and society at large. The program includes courses in literature and critical thinking, reading, and writing to enhance communication skills, to deepen understanding of our cultural traditions, to provide a breadth of knowledge appropriate for many degree and vocational programs, and to prepare students for transfer to four-year institutions. English majors often enter fields such as law, education, public relations, human services, journalism, and corporate communications. To ensure that their transfer objectives are being met, English majors should consult with a counselor.

The graduate of the AA Program in English will:
- Be able to engage, with college level fluency, a variety of texts towards a variety of ends.
- A major of 21 units is required for the associate in arts degree.

COURSE NUMBER  TITLE  UNITS

Required core course (3 units):

ENGL 102  Freshman Composition: Literature  3

Plus a minimum of 9 units selected from the following:

ENGL 130  American Literature of the 19th Century  3
ENGL 131  American Literature of the 20th Century  3
ENGL 145  English Literature to 1800  3
ENGL 146  English Literature, 1800 to Present  3

(Any of the above courses not taken to meet the above requirement may be included among the selected units.)

Plus a minimum of 9 units selected from the following:

ENGL 106  Creative Writing  3
ENGL 132  Literature and Film  3
ENGL 133  Modern Fiction  3
ENGL 135  Introduction to Poetry  3
ENGL 138  Introduction to Shakespeare  3
ENGL 139  Ideas of Difference in Contemporary American Literature  3
ENGL 143  California Literature  3
ENGL 144  Literature: The Ancient and Classical World  3

ENVIRONMENTAL TECHNOLOGY (A.S. & Certificate of Achievement)

The curriculum prepares students to enter the rapidly growing field of hazardous materials handling. Students desiring transfer to a four-year college or university should consult a counselor for specific transfer information.

The graduate of the AS or Certificate Program in Environmental Technology will:
- Identify and describe the principle laws and regulations applicable to hazardous materials handling inclusive of storage, disposal, and release documentation.
- Describe hazardous material identification and recognition systems and identify their sources.
- Describe the process of workplace hazard/risk analysis for both chemical and non-chemical hazards.
- Demonstrate the process to determine the need for and the appropriate level of worker protective devices associated with both chemical and physical hazards.
- Identify the parameters of individual and integrated industrial safety programs.
- Demonstrate the process of developing health and safety plans (i.e. Injury Illness and Prevention, Respiratory Protection, Heat Stress) in accordance with Title 8 of the California Code of Regulations and Title 29 of the Federal Code of Regulations.
- Describe major industrial pollution (air, water and soil contaminants) point sources and their emissions.
- Describe the intent and the regulatory responsibilities of California's Certified Unified Program Agency.
- Describe permitting and reporting requirements of commercial hazardous materials users and waste generators.
- Describe California's Air Resources and Water Board's permitting and reporting requirements for discharges and potential discharges of air and water pollutants to the environment.
- Describe potential short term and long term impacts the mishandling of hazardous materials/wastars have on the environment, the economy, and society.
- Demonstrate the use of technical reference sources to describe signs and symptoms of chemical exposure.
- Differentiate between acute and chronic exposures to hazardous substances.
- Describe basic concepts of general biology.
- Describe basic concepts of general chemistry.

A major of 30 units is required for the associate in science degree or the certificate.

COURSE NUMBER  TITLE  UNITS

Required core courses (30 units):

ENVT 101  Introduction to Environmental Hazardous Materials  3
ENVT 150  Hazardous Materials-General Site Worker  2
ENVT 151  Hazardous Materials-Site Supervisor  1
ENVT 152  Identification & Assessment of Hazardous Materials  3
ENVT 153  Industrial Safety  1
ENVT 154  Monitoring and Sampling  2
ENVT 155  Respiratory Protection-Administration  .5
ENVT 156  First Responder Operational  1
ENVT 157  First Aid for Haz Mat Workers  1.5
ENVT 158  Hazardous Waster Minimization and Emissions Reduction  1
ENVT 159  Hazardous Materials and Hazardous Waste Permitting  1
ENVT 160  Air and Water Pollution Permitting and Compliance  2
Biol 120  Humans and the Environment  3
Chem  Any four-unit chemistry course  4
Biol  Any four-unit biology course  4

For degree purposes, the natural science general education requirement will have been met by the major.

Recommended elective:

ENVT 359  Institutes in Environmental Technology  .5-3
ENVIRONMENTAL TECHNOLOGY - ENVIRONMENTAL HEALTH AND SAFETY TECHNICIAN (Certificate of Accomplishment)

Technician-level training provides students with the knowledge and skills needed for entry into a wide range of careers related to environmental health and safety. Focus is on basic principles and techniques used to identify, evaluate and manage or eliminate hazards in the workplace.

The graduate of the Certificate Program in Environmental Health & Safety Technician will:
- Identify and describe the principle laws and regulations applicable to hazardous materials handling inclusive of storage, disposal, and release documentation.
- Describe hazardous material identification and recognition systems and identify their sources.
- Describe the process of workplace hazard/risk analysis for both chemical and non-chemical hazards.
- Demonstrate the process to determine the need for and the appropriate level of worker protective devices associated with both chemical and physical hazards.
- Identify the parameters of individual and integrated industrial safety programs.
- Demonstrate the process of developing health and safety plans (i.e. Injury Illness and Prevention, Respiratory Protection, Heat Stress) in accordance with Title 8 of the California Code of Regulations and Title 29 of the Federal Code of Regulations.
- Describe major industrial pollution (air, water and soil contaminants) point sources and their emissions.
- Describe the intent and the regulatory responsibilities of California's Certified Unified Program Agency.
- Describe permitting and reporting requirements of commercial hazardous materials users and waste generators.
- Describe California’s Air Resources and Water Board’s permitting and reporting requirements for discharges and potential discharges of air and water pollutants to the environment.
- Demonstrate the use of technical reference sources to describe signs and symptoms of chemical exposure.
- Differentiate between acute and chronic exposures to hazardous substances.

Sixteen units constitute the certificate.

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<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVT 150</td>
<td>Hazardous Materials-General Site Worker</td>
<td>2</td>
</tr>
<tr>
<td>ENVT 151</td>
<td>Hazardous Materials-Site Supervisor</td>
<td>1</td>
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<tr>
<td>ENVT 152</td>
<td>Identification &amp; Assessment of Hazardous Materials</td>
<td>3</td>
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<tr>
<td>ENVT 153</td>
<td>Industrial Safety</td>
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<tr>
<td>ENVT 154</td>
<td>Monitoring and Sampling</td>
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</tr>
<tr>
<td>ENVT 155</td>
<td>Respiratory Protection-Administration</td>
<td>.5</td>
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<tr>
<td>ENVT 156</td>
<td>First Responder Operational</td>
<td>1</td>
</tr>
<tr>
<td>ENVT 157</td>
<td>First Aid for Haz Mat Workers</td>
<td>1.5</td>
</tr>
<tr>
<td>ENVT 158</td>
<td>Hazardous Waster Minimization and Emissions Reduction</td>
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</tr>
<tr>
<td>ENVT 159</td>
<td>Hazardous Materials and Hazardous Waste Permitting</td>
<td>1</td>
</tr>
<tr>
<td>ENVT 160</td>
<td>Air and Water Pollution Permitting and Compliance</td>
<td>2</td>
</tr>
</tbody>
</table>

FAMILY AND CONSUMER SCIENCES GENERAL (A.S.)

The graduate of the AS Program in Family Consumer Sciences - General Transfer will:
- Synthesize and apply nutrition science information and culinary techniques and make lifestyle changes that improve health and promote longevity.
- Will analyze and direct their financial affairs with regards to short and long term plans.
- Will design and implement life management strategies and goals to improve their quality of life.
- Will integrate fashion principles, textile characteristics, and personal style with marketing strategies to create and present projects and portfolios tailored to their chosen career.
- Will compare and contrast family and relationships dynamics from a sociological and cultural perspective.

A major of 23 units is required for the associate in science degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>FSN 110</td>
<td>Nutrition Science</td>
<td>3</td>
</tr>
<tr>
<td>CA 120 Principles of Foods 1</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CA 123 Principles of Foods 2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>FCS 130 Consumer and Family Finance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FCS 139 Textiles</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FCS 140 A Apparel Construction</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

3 units selected from the following based on the university you are transferring to:

| PSYCH 118 | Human Development-Lifespan | 3 |
| FCS 138 Personal and Professional Apparel Selection | 3 |

3 units selected from the following based on the university you are transferring to:

| ECS 100 | Early Child Development | 3 |
| ECS 101 | Child, Family, and Community | 3 |

FAMILY AND CONSUMER SCIENCES - FASHION STUDIES (A.S. & Certificate of Achievement)

The associate degree and certificate program in Fashion Studies prepares students to transfer to universities and technical schools of fashion and costume design and merchandising. Students integrate fashion principles, textile characteristics, and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include working with the design, production, and merchandising of clothing with large manufacturers or small specialty businesses.

The graduate of the AS or Certificate Program in Fashion Studies will:
- Integrate fashion principles with respect to industry changes and marketing strategies and present project.
- Apply design principles to fashion industry conditions to achieve personal style and present portfolio.
- Analyze textile characteristics for sensory appeal and present project.
- AB Apply clothing design principles to construct and present a fashion design.
- Differentiate historic fashion concepts with current design trends and present portfolio.

A major of 19 units is required for the associate in science degree and certificate.
DEGREES & CERTIFICATES

COURSE NUMBER | TITLE | UNITS
---|---|---
FCS 137 | Fashion Industry and Marketing | 3
FCS 138 | Professional and Personal Apparel Selection | 3
FCS 139 | Textiles | 3
FCS 140 AB | Apparel Construction | 4
FCS 144 | Historic Fashion/Costume | 3
ART 110 | Design 1 | 3
or
ART 108 | Design 1 on the Computer | 3
or
ART 120 | Drawing 1 | 3
FCS 131 | Life Management | 3
FCS 159/199 | Institutes/Topics in FCS | .5-3

RECOMMENDED ELECTIVES

FAMILY AND CONSUMER SCIENCES - FASHION MERCHANDISING (Certificate of Accomplishment)

The associate degree and certificate program in Interior Design Merchandising prepares students to transfer to universities and technical schools of interior design and for immediate employment as specialty store salespersons, design product representatives, or owners and managers of their own businesses. Students integrate design principles, textile characteristics, and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include store buyer or manager, interiors consultant, interiors promotion and sales representatives.

The graduate of the AS or Certificate Program in Interior Design Merchandising will:
- Integrate fashion principles with respect to industry changes and marketing strategies and present project.
- Analyze textile characteristics for sensory appeal and present project.
- Create a portfolio and project using interior design elements and principles by selecting color and furniture combinations and placements which achieve the desired interior character and effect.
- Compare and contrast various types of window treatments, wall coverings, soft and hard surface floor coverings, paints, glass, metals, plastics, woods, fabrics, and lighting fixtures. See business department for Business SLO’s (BUS 102 103).

A major of 24 units is required for the associate in science degree and certificate.

COURSE NUMBER | TITLE | UNITS
---|---|---
FCS 137 | Fashion Industry and Marketing | 3
FCS 139 | Textiles | 3
FCS 170 | Interior Design | 3
FCS 171 | Interior Design Materials | 3
BUS 102 | Marketing | 3
BUS 103 | Advertising | 3
FCS 131 | Life Management | 3
FCS 159/359 | Institutes in Family and Consumer Sciences (Interior Design related) | .5-4
FCS 159/359 | Institutes in Family and Consumer Sciences (Interior Design related) | 1-3
ART 110 | Design 1 | 3
or
ART 108 | Design 1 on the Computer | 3
ART 112 | Design Color Theory | 3
ART 113 | Three Dimensional Design | 3
ARCH 121 | Architectural Drawing | 4
BUS 106 | Small Business Management | 3
CBIS 101 | Computer Concepts and Applications | 3
FCS 136 | Internship Field Experience (related to Interior Design Merchandising) | 1-4

FAMILY AND CONSUMER SCIENCES - INTERIOR DESIGN MERCHANDISING (A.S. & Certificate of Achievement)

The associate degree and certificate program in Interior Design Merchandising prepares students to transfer to universities and technical schools of interior design and for immediate employment as specialty store salespersons, design product representatives, or owners and managers of their own businesses. Students integrate design principles, textile characteristics, and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include store buyer or manager, interiors consultant, interiors promotion and sales representatives.

The graduate of the AS or Certificate Program in Interior Design Merchandising will:
- Integrate fashion principles with respect to industry changes and marketing strategies and present project.
- Analyze textile characteristics for sensory appeal and present project.
- Create a portfolio and project using interior design elements and principles by selecting color and furniture combinations and placements which achieve the desired interior character and effect.
- Compare and contrast various types of window treatments, wall coverings, soft and hard surface floor coverings, paints, glass, metals, plastics, woods, fabrics, and lighting fixtures. See business department for Business SLO’s (BUS 102 103).

A major of 24 units is required for the associate in science degree and certificate.

COURSE NUMBER | TITLE | UNITS
---|---|---
FCS 137 | Fashion Industry and Marketing | 3
FCS 139 | Textiles | 3
FCS 170 | Interior Design | 3
FCS 171 | Interior Design Materials | 3
BUS 102 | Marketing | 3
BUS 103 | Advertising | 3
FCS 131 | Life Management | 3
FCS 159/359 | Institutes in Family and Consumer Sciences (Interior Design related) | .5-4
FCS 159/359 | Institutes in Family and Consumer Sciences (Interior Design related) | 1-3
ART 110 | Design 1 | 3
or
ART 108 | Design 1 on the Computer | 3
ART 112 | Design Color Theory | 3
ART 113 | Three Dimensional Design | 3
ARCH 121 | Architectural Drawing | 4
BUS 106 | Small Business Management | 3
CBIS 101 | Computer Concepts and Applications | 3
FCS 136 | Internship Field Experience (related to Interior Design Merchandising) | 1-4
FILM AND VIDEO PRODUCTION (A.S. & Certificate of Achievement)
The Film and Video Program prepares students for a wide variety of positions in the motion picture broadcast industries. Students write, produce and edit narrative and documentary projects in a series of courses designed to bring students from beginning through intermediate production and post-production technique. All courses provide students access to the latest in digital production and post-production technology. In addition, students learn to critically interpret motion pictures through a series of courses in film history and aesthetics.

The graduate of the AS or Certificate Program in Film & Video Production will:
- Utilize camera, sound, editing and lighting equipment in a professional capacity.
- Write compelling narrative stories in proper screenplay format and structure.
- Apply analysis and critical evaluation to cinematic works through discourse and writing.

A major of 34 units is required for the associate in science degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required core courses (18 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FILM 110</td>
<td>Introduction to Motion Picture and Video Production</td>
<td>4</td>
</tr>
<tr>
<td>FILM 111</td>
<td>Intermediate Motion Picture and Video Production</td>
<td>4</td>
</tr>
<tr>
<td>GRAPHI 111</td>
<td>Electronic Imagery Lab</td>
<td>1</td>
</tr>
<tr>
<td>GRAPHI 112</td>
<td>Basic Electronic Imagery</td>
<td>3</td>
</tr>
<tr>
<td>MMAC 101</td>
<td>Introduction to Multimedia Processes</td>
<td>2</td>
</tr>
<tr>
<td>MMAC 102</td>
<td>Introduction to Multimedia Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHOTO 110</td>
<td>Basic Photography</td>
<td>3</td>
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<tr>
<td>Plus a minimum of 16 units selected from the following:</td>
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<td></td>
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<tr>
<td>FILM 101</td>
<td>Film as Art and Communication</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
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</tr>
<tr>
<td>FILM 102</td>
<td>Hollywood and the American Film</td>
<td>3</td>
</tr>
<tr>
<td>FILM 105</td>
<td>Film and Television Writing 1</td>
<td>3</td>
</tr>
<tr>
<td>FILM 106</td>
<td>Film and Television Writing 2</td>
<td>3</td>
</tr>
<tr>
<td>FILM 112</td>
<td>Studio Production</td>
<td>4</td>
</tr>
<tr>
<td>FILM 113</td>
<td>Producing and Directing Lab</td>
<td>2</td>
</tr>
<tr>
<td>ART/GRAPHI 115</td>
<td>Introduction to Animation</td>
<td>3</td>
</tr>
<tr>
<td>FILM 120</td>
<td>Introduction to Sound Recording and Mixing</td>
<td>3</td>
</tr>
<tr>
<td>FILM 121</td>
<td>Sound Production Techniques</td>
<td>3</td>
</tr>
<tr>
<td>FILM 123</td>
<td>Directing for the Camera</td>
<td>2</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FILM/GRAPHI 125</td>
<td>Computer Video Editing</td>
<td>2</td>
</tr>
<tr>
<td>FILM/MMAC 126</td>
<td>Motion Graphics for Multimedia and Film</td>
<td>3</td>
</tr>
<tr>
<td>FILM/MMAC 127</td>
<td>DVD Design and Production</td>
<td>3</td>
</tr>
</tbody>
</table>

FIRE TECHNOLOGY (A.S. & Certificate of Achievement)
The fire technology degree/certificate program is designed to prepare those interested in a career in the fire service, either public or private, upgrade the skills of in-service fire personnel in their present positions or prepare in-service personnel for promotional opportunities.

The graduate of the AS or Certificate Program in Fire Technology will:
- Identify minimum qualifications and entry-level skills for fire fighter hiring.
- Describe the following elements: application process; written exam process; physical agility exam, oral interview, chief’s interview; background investigation; and fire fighter probationary process.
- Identify fire service history, culture and diversity.
- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: Size-up, report on conditions, Incident Command System; RECEO; 10 Standard Firefighting Orders; 18 Situations that Shout “Watch Out”; and common factors associated with injuries and line of duty deaths.
- Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- 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.
- Calculate flow requirements for fire apparatus, diagram a pump and plumbing schematic for fire apparatus, and apply mathematic formulae to hydraulics problems.
- Identify and describe the apparatus used in the fire service, and the equipment and maintenance of fire apparatus and equipment.
- Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
- Differentiate between fire detection and fire suppression systems. Student will design and diagram a wet and dry fire protection system, and identify alarm system components and their operations.

A major of 30 units is required for the associate in science degree and the certificate

<table>
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<tr>
<th>COURSE NUMBER</th>
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<th>UNITS</th>
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<tr>
<td>Required core courses (15 units):</td>
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<tr>
<td>FT 101</td>
<td>Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FT 102</td>
<td>Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>FT 103</td>
<td>Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>FT 104</td>
<td>Building Construction for Fire Protection</td>
<td>3</td>
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<tr>
<td>FT 105</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
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<td>Plus a minimum of 15 units selected from the following:</td>
<td></td>
<td></td>
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<tr>
<td>FT 306</td>
<td>Hazardous Materials</td>
<td>3</td>
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<tr>
<td>FT 307</td>
<td>Firefighter Academy 1A</td>
<td>6</td>
</tr>
<tr>
<td>FT 308</td>
<td>Firefighter Academy 1B</td>
<td>6</td>
</tr>
<tr>
<td>EMS 301</td>
<td>Emergency Medical Technician 1</td>
<td>5</td>
</tr>
<tr>
<td>FT 320</td>
<td>Fire Command 1A</td>
<td>2</td>
</tr>
<tr>
<td>FT 321</td>
<td>Fire Command 1B</td>
<td>2</td>
</tr>
<tr>
<td>FT 322</td>
<td>Fire Prevention 1A</td>
<td>2</td>
</tr>
<tr>
<td>FT 323</td>
<td>Fire Prevention 1B</td>
<td>2</td>
</tr>
<tr>
<td>FT 324</td>
<td>Instructor Training 1A</td>
<td>2</td>
</tr>
<tr>
<td>FT 325</td>
<td>Instructor Training 1B</td>
<td>2</td>
</tr>
<tr>
<td>FT 326</td>
<td>Fire Management 1</td>
<td>2</td>
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<tr>
<td>FT 327</td>
<td>Fire Investigation 1</td>
<td>2</td>
</tr>
<tr>
<td>FT 332</td>
<td>Fire Command 1C</td>
<td>2</td>
</tr>
<tr>
<td>FT 341</td>
<td>Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FT 359/399</td>
<td>Institutes/Topics in Fire Technology</td>
<td>3-5</td>
</tr>
<tr>
<td>FT 136</td>
<td>Internship Field Experience</td>
<td>1-6</td>
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</table>
Graduates will possess a variety of knowledge and skills that they will possess fall under the following four rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; (3) Documentation; and (4) Professional Certification Preparation.

- **Interpersonal Helping Skills:** Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships with them, assess their strengths and problems, and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness, and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.

- **Ethics and Boundaries:** Graduates will be familiar with a professional association’s code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.

- **Documentation:** Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes, and other documentation such as informed consent and release of information forms.

A major of 28 units is required for the associate in science degree and certificate.

<table>
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<tr>
<th>COURSE NUMBER</th>
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<tbody>
<tr>
<td>Required core courses (22 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HU SER 101</td>
<td>Becoming a Helping Professional</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 102</td>
<td>Case Management of Diverse Clients</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 103</td>
<td>Basic Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 106</td>
<td>Family Systems and Codependency</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 108</td>
<td>Crisis Intervention Strategies</td>
<td>3</td>
</tr>
<tr>
<td>FCS 131</td>
<td>Life Management</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 120</td>
<td>Human Services Fieldwork</td>
<td>2</td>
</tr>
<tr>
<td>HU SER 105</td>
<td>Fieldwork Supervision</td>
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Plus a minimum of 6 units selected from the following:

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<tr>
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<tbody>
<tr>
<td>HU SER 104</td>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 107</td>
<td>Serving Culturally Diverse Clients</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 110/</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC 106/</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYCH 106</td>
<td>Alcohol, Drugs, and Addiction</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 112</td>
<td>Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 118</td>
<td>Human Development-Lifespan</td>
<td>3</td>
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</table>

Recommended electives:

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU SER 310</td>
<td>Individual Counseling Skills Lab</td>
<td>1</td>
</tr>
<tr>
<td>HU SER 320</td>
<td>Group Counseling Skills Lab</td>
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</tr>
</tbody>
</table>

**HUMAN SERVICES - ADDICTION STUDIES (A.S. & Certificate of Achievement)**

This associate degree/certificate program is for students preparing for or advancing their careers in the growing field of drug and alcohol dependency treatment, prevention, and education. The certificate program is accredited by the California Association of Alcohol and Drug Educators (CAADE) and provides the educational components necessary to become a Certified Addiction Treatment Specialist through CAADE or the California Association of Alcoholism and Drug Abuse Counselors (CAADAC).

The graduate of the AS or Certificate Program in Addiction Studies will:

Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs as addiction counselors or other positions in the addiction treatment and recovery field. The knowledge and skills that they will possess fall under the following four rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; (3) Documentation; and (4) Professional Certification Preparation.

- **Interpersonal Helping Skills:** Graduates will possess interpersonal skills required to engage empathically with clients who have substance use problems, develop safe and trusting relationships with them, assess their strengths and problems, and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness, and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services. They will be skillful in both individual and group counseling contexts.

- **Ethics and Boundaries:** Graduates will be familiar with a professional association’s code of ethics and demonstrate the
ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.

- **Documentation**: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes, and other documentation such as informed consent and release of information forms.

- **Professional Certification Preparation**: Graduates will possess the knowledge, skills, and attitudes recommended in Technical Assistance Publication 21 (TAP 21, Addiction Counseling Competencies), published by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. They will be prepared to successfully pass a written examination leading to certification as an addiction counselor, and they will have completed at least 250 supervised work hours in the addiction treatment field in partial fulfillment of the supervised work experience requirement for certification.

A major of 42 units is required for the associate in science degree and certificate.

### COURSE NUMBER | TITLE | UNITS
--- | --- | ---
Required core courses (39 units):
HU SER 101 | Becoming a Helping Professional | 3
HU SER 102 | Case Management of Diverse Clients | 3
HU SER 103 | Basic Counseling Skills | 3
HU SER 104 | Group Dynamics | 3
HU SER 106 | Family Systems and Codependency | 3
HU SER 108 | Crisis Intervention Strategies | 3
HU SER 110/PSYCH 106 | Alcohol, Drugs, and Addiction | 3
HU SER 111 | Addiction Treatment and Recovery | 3
HU SER/SOC 106/PSYCH 132 | Drugs, the Brain and the Body | 3
FCS 131 | Life Management | 3
HU SER 130 | Addiction Studies Fieldwork | 4
HU SER 105 | Fieldwork Supervision | 2
or HU SER 131 | Fieldwork Supervision-Addiction Studies | 2
HU SER 124 | Substance Abuse Prevention and Education | 3
or HU SER 142 | Co-occurring Disorders-Assessment | 3
Plus a minimum of 3 units selected from the following:
HU SER 107 | Serving Culturally Diverse Clients | 3
HU SER 113 | Women and Addiction | 3
FSN 112 | Nutrition, Weight Management, and Eating Disorders | 3

Relevant electives:
HU SER 310 | Individual Counseling Skills Lab | 1
HU SER 320 | Group Counseling Skills Lab | 1
HU SER 101 | Becoming a Helping Professional | 3
HU SER 102 | Case Management of Diverse Clients | 3
HU SER 103 | Basic Counseling Skills | 3
HU SER 106 | Family Systems and Codependency | 3
HU SER 108 | Crisis Intervention Strategies | 3
HU SER 113 | Women and Addiction | 3
FCS 131 | Life Management | 3
HU SER 150 | Family Studies Fieldwork | 2
HU SER 105 | Fieldwork Supervision | 2
or HU SER 151 | Fieldwork Supervision-Family Studies | 2

Plus a minimum of 6 units selected from the following:
HU SER 107 | Serving Culturally Diverse Clients | 3
ECS 101 | Child, Family and Community | 3
ECS 114 | Parent/Child Relationships | 3
FSN 109 | Basic Nutrition for Health | 3
FCS 130 | Consumer and Family Finance | 3
Soc 110 | Personal and Family Relationships in the 21st Century | 3
HU SER 189 | Independent Projects in Human Services | 1-3

Relevant electives:
### HUMAN SERVICES - CO-OCCURRING DISORDERS (Certificate of Achievement)

This certificate program is designed for students preparing for or advancing their careers in social services, mental health, or addiction treatment where it is beneficial to possess knowledge of the special needs of persons with both mental illness and substance use disorders. Persons with co-occurring disorders also called "dual diagnosis" or "dual disorders" have long been overlooked or underserved by the traditionally separated mental health and addiction treatment fields, but a movement is underway in many agencies, including Santa Barbara County's drug, alcohol, and mental health services, resulting in sweeping changes in how all clients and their needs are conceptualized and how services are coordinated and integrated. A certificate in this field will put graduates in the forefront of this movement and may significantly enhance opportunities for employment or promotion.

The graduate of the Certificate Program in Co-occurring Disorders will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in specialized settings with clients who have complex and multiple needs as the result of having one or more substance use disorders and one or more mental disorders, occurring together.
- The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.

**Interpersonal Helping Skills**: Graduates will possess interpersonal skills required to engage empathically with clients who have co-occurring disorders, develop safe and trusting relationships with them, assess their strengths and problems, and recommend appropriate interventions and/or referrals.

- They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness, and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services. They will understand the importance of, and demonstrate the ability to work as part of, a comprehensive, continuous, integrated system of care.

**Ethics and Boundaries**: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.

**Documentation**: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes, and other documentation such as informed consent and release of information forms.

Forty-seven – forty nine units constitute the certificate.

#### COURSE NUMBER | TITLE | UNITS
--- | --- | ---
**Required core courses (44-46 units):**
HU SER 101 | Becoming a Helping Professional | 3
HU SER 102 | Case Management of Diverse Clients | 3
HU SER 103 | Basic Counseling Skills | 3
HU SER 104 | Group Dynamics | 3
HU SER 106 | Family Systems and Codependency | 3
HU SER 108 | Crisis Intervention Strategies | 3
HU SER 110/ | Becoming a Helping Professional | 3
SOC 106/ | Case Management of Diverse Clients | 3
PSYCH 106 | Basic Counseling Skills | 3
HU SER 111 | Group Dynamics | 3
HU SER / | Family Systems and Codependency | 3
PSYCH 112 | Crisis Intervention Strategies | 3

Plus a minimum of 3 units selected from the following:

- HU SER 107 | Serving Culturally Diverse Clients | 3
- HU SER 113 | Women and Addiction | 3
- FSN 112 | Nutrition, Weight Management, and Eating Disorders | 3

**Recommended electives:**

- HU SER 122 | States of Consciousness | 3
- HU SER 310 | Individual Counseling Skills Lab | .5
- HU SER 320 | Group Counseling Skills Lab | .5
- HU SER 340 | Co-occurring Disorders Lab | .5

---

### HUMAN SERVICES - FAMILY SERVICES WORKER 1 (Certificate of Accomplishment)

These three certificates provide the knowledge and skills necessary for entry level employment and career advancement in the Community Action Commission (CAC) of Santa Barbara County's Family Services Aide position. In addition, the courses can be applied to other degrees or certificates in Human Services and early Childhood Studies. The certificates include Family Services Worker 1, Family Services Worker 2, and Family Services Worker 3.

The graduate of the Certificate Program in Family Service Worker 1, 2 or 3 will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the Community Action Commission, a Santa Barbara County nonprofit social service agency. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.

**Interpersonal Helping Skills**: Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships with them, assess their strengths and problems, and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness, and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.

**Ethics and Boundaries**: Graduates will be familiar with a professional association’s code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.

**Documentation**: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes, and other documentation such as informed consent and release of information forms.
### DEGREES & CERTIFICATES

**Fifteen units constitute the certificate.**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU SER 101</td>
<td>Becoming a Helping Professional</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 102</td>
<td>Case Management of Diverse Clients</td>
<td>3</td>
</tr>
<tr>
<td>ECS 100</td>
<td>Early Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECS 101</td>
<td>Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>FCS 131</td>
<td>Life Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended electives:**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU SER 310</td>
<td>Individual Counseling Skills Lab</td>
<td>1</td>
</tr>
<tr>
<td>HU SER 320</td>
<td>Group Counseling Skills Lab</td>
<td>1</td>
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</tbody>
</table>

### HUMAN SERVICES - FAMILY SERVICES WORKER 2 (Certificate of Achievement)

Seven units constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU SER 106</td>
<td>Family Systems and Codependency</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 160</td>
<td>Family Services Worker 2 Fieldwork</td>
<td>2</td>
</tr>
<tr>
<td>HU SER 105</td>
<td>Fieldwork Supervision</td>
<td>2</td>
</tr>
<tr>
<td>HU SER 161</td>
<td>Fieldwork Supervision – Family Services Worker 2</td>
<td>2</td>
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</table>

**Recommended electives:**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU SER 310</td>
<td>Individual Counseling Skills Lab</td>
<td>1</td>
</tr>
<tr>
<td>HU SER 320</td>
<td>Group Counseling Skills Lab</td>
<td>1</td>
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</tbody>
</table>

### HUMAN SERVICES - FAMILY SERVICES WORKER 3 (Certificate of Achievement)

Nine units selected from the following courses constitute the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU SER 103</td>
<td>Basic Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 107</td>
<td>Serving Culturally Diverse Clients</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 108</td>
<td>Crisis Intervention Strategies</td>
<td>4</td>
</tr>
<tr>
<td>ECS 105</td>
<td>Education of the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECS 112</td>
<td>Preschool Special Needs Child</td>
<td>3</td>
</tr>
<tr>
<td>FSN 109</td>
<td>Basic Nutrition for Health</td>
<td>3</td>
</tr>
<tr>
<td>FCS 130</td>
<td>Consumer and Family Finance</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 118</td>
<td>Human Development Lifespan</td>
<td>3</td>
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</table>

**Recommended electives:**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU SER 310</td>
<td>Individual Counseling Skills Lab</td>
<td>1</td>
</tr>
<tr>
<td>HU SER 320</td>
<td>Group Counseling Skills Lab</td>
<td>1</td>
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</tbody>
</table>

### HUMAN SERVICES - ADVANCED PSYCHOLOGICAL AND INTERPERSONAL SKILLS (Certificate of Achievement)

Required core courses (16 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU SER 122</td>
<td>States of Consciousness</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 126</td>
<td>Meditation, Mindfulness, and Relaxation</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 127</td>
<td>Emotional Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 128</td>
<td>Positive Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HU SER 159</td>
<td>Motivational Interviewing</td>
<td>1</td>
</tr>
<tr>
<td>FCS 131</td>
<td>Life Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**INTERNATIONAL STUDIES (A.A.)**

International Studies is an interdisciplinary and cross-cultural approach to studying the trends of modern global society and events. Increasing connections and interdependencies among nations, institutions and peoples around the world direct our attention to globalization as a central phenomenon of the contemporary era. The goal of the International Studies program is to provide students with a strong base of knowledge, methods and practical skills for the comparative analysis of social, political, economic, environmental and cultural dimensions of globalization processes. The articulated transfer major will prepare students for further studies toward a baccalaureate degree in international/global studies.

The graduate of the AA Program in International Studies will:

- Analyze important globalizing trends and their impact of the world’s cultures and the environment.
- Explain transnational economic processes affecting global decisions and events.
- Understand how globalization is affecting multiculturalism and the processes causing contemporary cultures to change.
- Explore the changing nature of political organizations and non-governmental organizations in the modern world system.
- Analyze the interdependence among people, groups, societies, governments, and nations in finding solutions to current global problems and conflicts.
- Describe core civic values which generate socially responsible behavior at both local and global levels.

A major of 31 units is required for the associate in arts degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>ECON/BUS/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics: Micro-Economics</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 103</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST/HUM 102</td>
<td>World Civilizations Since 1500</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS/HUM 105</td>
<td>Western Civilizations Since 1650</td>
<td>3</td>
</tr>
<tr>
<td>INT ST 141</td>
<td>Global Economics</td>
<td>3</td>
</tr>
<tr>
<td>POL SC 104</td>
<td>Introduction to International Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required core courses (15 units):**

- ECON 102 Principles of Economics: Micro-Economics 3
- GEOG 103 World Regional Geography 3
- HIST/HUM 102 World Civilizations Since 1500 3
- or HIST/HUM 105 Western Civilizations Since 1650 3
- INT ST 141 Global Economics 3
- POL SC 104 Introduction to International Relations 3

**Plus 6 units selected from the following:**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHRO 102</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Survey of International Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Economics: Macro-Economics</td>
<td>3</td>
</tr>
<tr>
<td>PHILOS 121</td>
<td>Religions of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>POL SC 101</td>
<td>Introduction to Political Science</td>
<td>3</td>
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</table>

**Plus a minimum of 10 units of French or Italian or Spanish selected from the following:**

<table>
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<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>FRENCH 101</td>
<td>Elementary French</td>
<td>5</td>
</tr>
<tr>
<td>FRENCH 102</td>
<td>Elementary French</td>
<td>5</td>
</tr>
<tr>
<td>ITAL 101</td>
<td>Elementary Italian</td>
<td>5</td>
</tr>
<tr>
<td>ITAL 102</td>
<td>Elementary Italian</td>
<td>5</td>
</tr>
<tr>
<td>ITAL 110</td>
<td>Introduction to Conversation in Italian</td>
<td>2</td>
</tr>
<tr>
<td>SPAN 101</td>
<td>Elementary Spanish</td>
<td>5</td>
</tr>
<tr>
<td>or SPAN 120</td>
<td>Fundamentals of Spanish</td>
<td>3</td>
</tr>
<tr>
<td>and SPAN 121</td>
<td>Fundamentals of Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 102</td>
<td>Elementary Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 103</td>
<td>Intermediate Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 104</td>
<td>Intermediate Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 110</td>
<td>Introduction to Conversation in Spanish</td>
<td>2</td>
</tr>
<tr>
<td>SPAN 111</td>
<td>Intermediate Spanish Conversation</td>
<td>2</td>
</tr>
</tbody>
</table>

**Recommended elective:**

A second year foreign language
**LIBERAL ARTS – Non-Transfer Option**

The Associate Degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis.” The curriculum in liberal arts allows students to develop an appreciation of the beauty and values that have shaped and enriched our culture.

The graduate of the AA Program in Liberal Arts (Non Transfer) will:
- Complete Allan Hancock College AA degree General Education, Graduation and Proficiency Requirements 21-30 units.
- Complete 18 units in one “Area of Emphasis” from those listed below.
- Complete a total of 60 associate degree applicable units.

**LIBERAL ARTS – Transfer Option**

The Associate Degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis.” The curriculum in liberal arts allows students to develop an appreciation of the beauty and values that have shaped and enriched our culture. In addition, the curriculum can also prepare students to transfer to four year institutions.

The graduate of the AA Program in Liberal Arts (Transfer) will:
- Complete either option A or B below for the General Education pattern which relates to you educational goal.
- Complete 18 units in one “Area of Emphasis” from those listed below.
- Complete a total of 60 associate degree applicable units.

General Education Patterns
A. California State University Education/Breadth (CSU GE) 39-40 units
B. Intersegmental General Education Transfer Curriculum (IGETC) 34-37 units

**LIBERAL ARTS - ARTS & HUMANITIES (A.A.)**

Courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

The graduate of the AA Program in Arts & Humanities (Transfer and Non-Transfer) will:
- Develop an ability to identify artwork from various periods and styles.
- Students will develop an appreciation for the importance of art in society, and to recognize the ways art can affect and/or reflect cultural, political and humanistic issues.
- Develop an individual aesthetic sensitivity.
- Understand western and non-western works of philosophical, historical, literary, aesthetic and cultural importance.
- Produce or respond to artistic and creative expression.

18 units with minimum of two courses in Arts and two courses in Humanities

**Arts**
- DANCE 101, 110, 120, 130
- DRAMA 103, 104, 110, 111
- FCS 144
- FILM 101, 102, 110, 115
- GRAPHICS 110
- MUSIC 100, 101, 102, 104, 106, 110
- PHOTO 110

**Humanities**
- ENGL 102, 106, 130, 131, 132, 133, 135, 137, 138, 139, 143, 145, 146, 148
- FILM 103
- FRENCH 101, 102
- HIST 101, 102, 104, 105, 138
- HUM 101, 102, 104, 105
- ITAL 101, 102, 103, 104
- PHILOS 101, 102, 105, 121, 122
- SGNLNG 121, 138
- SPAN 101, 102, 103, 104, 112, 120, 121, 148
- SPEECH 108

**LIBERAL ARTS –MATHEMATICS & SCIENCE (A.A.)**

Courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world’s civilizations.

The graduate of the AA Program in Mathematics & Sciences (Transfer and Non-Transfer) will:
- Demonstrate an ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking matters of others.
- Students will develop the use of logical thought, clear and precise expression, and require critical evaluation of communication in whatever symbol system the student uses.
- Understand the facts and principles that form the foundations of living and non-living systems.
- Understand experimental methodology, the testing of hypothesis, the power of systematic questioning and the influence of the scientific method on the world’s civilizations.

18 units with a minimum of one course in Biological Science, one course in Physical Science and one course in Mathematics

**Biological Sciences**
- ANTHRO 101, 110
- BIOL 100, 120, 121, 124, 125, 128, 132, 135, 150, 154, 155
- ENV ST 101

**Mathematics**
- MATH 100, 105, 121, 123, 131, 135, 141, 181, 182, 183, 184

**Physical Sciences**
- ASTRON 100
- CHEM 110, 120, 150, 151
- ENV ST 102
- GEOG 101
- GEOL 100, 114, 131, 141
- PHY SC 111, 112
- PHYS 100, 110, 141, 142, 161, 162, 16

**LIBERAL ARTS –SOCIAL & BEHAVIORAL SCIENCES (A.A.)**

Courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

The graduate of the AA Program in Social & Behavioral Sciences (Transfer and Non-Transfer) will:
- Understand human behavior in relation to human social, political and economic institutions.
- Develop individual responsibility, personal integrity, and respect for diverse people and culture.
Understand the past in order to understand and analyze present and future, issues, problems and projects.

Understand ways people have acted in response to their societies.

18 units with a minimum of one course in three different areas

Anthropology
ANTHRO 102, 103

Economics
BUS 121, 141
ECON 101, 102, 121, 141

Geography
GEOG 102, 103, 105

History
HIST 103, 107, 108, 118, 119, 120
HUM 103

Political Science
POL SC 101, 103, 104

Psychology
PSYCH 101, 104, 112, 113, 115, 117, 118

Sociology
SOC 101, 102, 104, 110, 120

Speech
SPEECH 103, 110

LIBERAL STUDIES – ELEMENTARY TEACHER PREPARATION (A.A.)

The Associate of Arts Degree in Liberal Studies - Elementary Teacher Preparation is designed to provide students who intend to enroll in a baccalaureate teacher preparation program with a pattern of coursework necessary to transition into upper division course requirements. The program develops competencies in critical thinking and communication, both spoken and written, and incorporates the elementary subject matter requirements established by the California Commission on Teaching Credentialing.

- Complete the prescribed pattern of general education courses (23 units).
- Complete the major core requirements (29 units).
- Complete a total of 60 Associate degree applicable units.

Associate Degree General Education Requirements

Students are required to complete the following courses within the Allan Hancock College associate degree general education requirements as part of the Liberal Studies – Elementary Teacher Preparation program.

Required general education courses (23 units):

Category 1: Natural Sciences
BIOL 100 (4 units)

Category 2: Human Institutions
A. Social Science
GEOG 103 (3 units) - also fulfills Multicultural/Gender Studies requirement

B. American History or Government
HIST 107 (3 units)

Category 3: Humanities
HIST/HUM 101 (3 units)

Category 4: Language and Rationality
A. Written Composition
ENGL 101 (4 units)
B. Communication and Analytical Thinking
ENGL 103 or PHILOS 112 or PHILOS 114 or SPEECH 106 (3 units)

Category 5: Living Skills
H ED 100 (3 units) - also fulfills Health/Physical Education requirement

Required core courses (29 units):

ART 101 or DANCE 101 or DRAMA 103 or MUSIC 100 (3 units)
ECS 100 (3 units)
EDUC 130 (3 units)
SPEECH 101 (3 units)
POL SC 103 (3 units)
ENGL 102 (3 units)
PHY SCI 111 (4 units)
PHY SCI 112 (4 units)
MATH 105 OR MATH 131 OR MATH 135 OR MATH 141 OR MATH 181 (3-5 units) - also fulfills math proficiency requirement

Recommended electives:

CBIS 101 (3 units)
HIST 119 (3 units)
MATH 123 (4 units)
PHYS 117 (3 units)
PHILOS 102 OR PHILOS 105 (3 units)

Please see a counselor for specific CSU campus requirements.

MACHINE TECHNOLOGY - GENERAL MACHINING (A.S. & Certificate of Achievement)

The machine technology program prepares the student to enter the work force as an entry-level machine operator. Curriculum includes an introduction to numerical control machining.

A major of 33 units is required for the associate in science degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 109</td>
<td>Survey of Machining</td>
<td>4</td>
</tr>
<tr>
<td>MT 110</td>
<td>Machine Tool Practices</td>
<td>4</td>
</tr>
<tr>
<td>MT 330</td>
<td>Print Reading and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>MT 351</td>
<td>Industrial Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 106</td>
<td>Beginning Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus 16 units in the following area of specialization:

<table>
<thead>
<tr>
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<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 315 ABCD</td>
<td>Industrial Machining</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Production Machining</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>General Machining</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Maintenance Machining</td>
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</tbody>
</table>

MACHINE TECHNOLOGY - MAINTENANCE MACHINING (A.S. & Certificate of Achievement)

The machine technology program prepares the student to enter the work force as an entry-level machine operator. Curriculum includes an introduction to numerical control machining.

A major of 33 units is required for the associate in science degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 109</td>
<td>Survey of Machining</td>
<td>4</td>
</tr>
<tr>
<td>MT 110</td>
<td>Machine Tool Practices</td>
<td>4</td>
</tr>
<tr>
<td>MT 330</td>
<td>Print Reading and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>MT 351</td>
<td>Industrial Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 107</td>
<td>Advanced Welding</td>
<td>3</td>
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</table>

Plus 16 units in the following area of specialization:

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 315 ABCD</td>
<td>Industrial Machining</td>
<td>4</td>
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<tr>
<td></td>
<td>Production Machining</td>
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<tr>
<td></td>
<td>General Machining</td>
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<tr>
<td></td>
<td>Maintenance Machining</td>
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</table>
MACHINE TECHNOLOGY - PRODUCTION MACHINING (A.S. & Certificate of Achievement)
The machine technology program prepares the student to enter the work force as an entry-level machine operator. Curriculum includes an introduction to numerical control machining.

A major of 26 units is required for the associate in science degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 109</td>
<td>Survey of Machining</td>
<td>4</td>
</tr>
<tr>
<td>MT 110</td>
<td>Machine Tool Practices</td>
<td>4</td>
</tr>
<tr>
<td>MT 330</td>
<td>Print Reading and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Plus 16 units in the following area of specialization:</td>
<td></td>
</tr>
<tr>
<td>MT 315 ABCD</td>
<td>Industrial Machining</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Production Machining</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>General Machining</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Maintenance Machining</td>
<td>4</td>
</tr>
</tbody>
</table>

MATHMATICS WITH COMPUTER SCIENCE EMPHASIS (A.A.)
The associate in arts degree in math is offered for those students desiring a major in mathematics and recognition of their general education accomplishments.

The graduate of the AA Program in Mathematics with Computer Science Emphasis will:
- Interpret and draw inferences from mathematical models such as formulas, graphs, tables and schematics.
- Represent mathematical information symbolically, visually numerically, verbally an in writing.
- Employ quantitative methods from arithmetic, algebra, geometry, or statistics to solve problems.
- Estimate and check mathematical results for reasonableness.
- Create and analyze mathematical models of real world and/or theoretical situations, including the implications and limitations of those models.
- Use appropriate technologies to analyze and solve mathematical problems, and verify the appropriateness and reasonableness of the solution(s).

A major of 27 units is required for the associate in arts degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required core courses (11 units):</td>
<td></td>
</tr>
<tr>
<td>MT 109</td>
<td>Survey of Machining</td>
<td>4</td>
</tr>
<tr>
<td>MT 110</td>
<td>Machine Tool Practices</td>
<td>4</td>
</tr>
<tr>
<td>MT 330</td>
<td>Print Reading and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Plus 16 units in the following area of specialization:</td>
<td></td>
</tr>
<tr>
<td>MT 315 ABCD</td>
<td>Industrial Machining</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Production Machining</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>General Machining</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Maintenance Machining</td>
<td>4</td>
</tr>
</tbody>
</table>

MATHMATICS WITH PHYSICS EMPHASIS (A.A.)
The associate in arts degree in math is offered for those students desiring a major in mathematics and recognition of their general education accomplishments.

The graduate of the AA Program in Mathematics with Physics Emphasis will:
- Interpret and draw inferences from mathematical models such as formulas, graphs, tables and schematics.
- Represent mathematical information symbolically, visually numerically, verbally an in writing.
- Employ quantitative methods from arithmetic, algebra, geometry, or statistics to solve problems.
- Estimate and check mathematical results for reasonableness.
- Create and analyze mathematical models of real world and/or theoretical situations, including the implications and limitations of those models.
- Use appropriate technologies to analyze and solve mathematical problems, and verify the appropriateness and reasonableness of the solution(s).

A major of 30 units is required for the associate in arts degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required core course (25 units):</td>
<td></td>
</tr>
<tr>
<td>MATH 181</td>
<td>Calculus 1</td>
<td>5</td>
</tr>
<tr>
<td>MATH 182</td>
<td>Calculus 2</td>
<td>5</td>
</tr>
<tr>
<td>MATH 183</td>
<td>Multivariable Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 184</td>
<td>Differential Equations with Linear Algebra</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 161</td>
<td>Engineering Physics 1</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Plus 5 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>PHYS 162</td>
<td>Engineering Physics 2</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 163</td>
<td>Engineering Physics 3</td>
<td>5</td>
</tr>
</tbody>
</table>

MEDICAL ASSISTING: ADMINISTRATIVE (A.S. & Certificate of Achievement)
The medical assisting program consists of core required courses and three different specialized options. A grade of “C” or better is required in all classes to progress in the program. To be admitted to the program, the student must obtain the official application forms and follow the outlined procedures for enrollment. Upon completion of the student is qualified to take the certifying examination by the California Certifying Board for Medical Assistants.

The graduate of the AS or Certificate Program in Medical Assisting - Administrative will:
- Demonstrate competence in financial accounting processes and systems.
- Prepare income statements.
- Apply communication principles to the production of faxes, memos, emails, letters, resumes, and reports.
- Explain the basic operating system of a computer.
- Demonstrate the ability to use word processing, spreadsheet, presentation graphics, and database software with speed and accuracy.
- Interpret medical terms used in medical records.
- Perform office support tasks required for employment in a medical environment.
- Maintain medical records efficiently.

A major of 25-26 units is required for the associate in science degree and certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required core courses (19-20 units):</td>
<td></td>
</tr>
<tr>
<td>MA 300</td>
<td>Introduction to Medical Assisting</td>
<td>1</td>
</tr>
<tr>
<td>MA 305</td>
<td>Body Systems</td>
<td>4</td>
</tr>
<tr>
<td>MA 314</td>
<td>Medical Billing</td>
<td>2</td>
</tr>
<tr>
<td>MA 325</td>
<td>Medical Office Administrative Functions</td>
<td>4</td>
</tr>
<tr>
<td>MA 327</td>
<td>Medical Insurance and Coding</td>
<td>3</td>
</tr>
<tr>
<td>MA 329</td>
<td>Advanced Medical Insurance and Coding</td>
<td>1</td>
</tr>
<tr>
<td>MA 331</td>
<td>Job Success Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CBOT 101</td>
<td>Keyboarding Applications</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CBOT 312</td>
<td>Keyboarding Speed and Development</td>
<td>1</td>
</tr>
<tr>
<td>CBOT 302</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Plus a minimum of 6 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>CBOT 131</td>
<td>Introduction to Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
</tbody>
</table>
MEDICAL ASSISTING: CLINICAL (A.S. & Certificate of Achievement)

The medical assisting program consists of core required courses and three different specialized options. A grade of "C" or better is required in all classes to progress in the program. To be admitted to the program, the student must obtain the official application forms and follow the outlined procedures for enrollment. Upon completion of the student is qualified to take the certifying examination by the California Certifying Board for Medical Assistants.

The graduate of the AS or Certificate Program in Medical Assisting - Clinical will:
- Function as safe and competent employees in the medical field.
- Demonstrate knowledge, skills and attributes appropriate to the medical assisting field.
- Maintain and use aseptic techniques.
- Administer specified medications under the direction of a physician.
- Perform various laboratory tests within their scope of training.
- Assist the physician with minor surgery.
- Maintain and manage the medical records.
- Be familiar with medication control and their various usages.
- Maintain and use aseptic techniques.

A major of 24 units is required for the associate in science degree and certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 300</td>
<td>Introduction to Medical Assisting</td>
<td>1</td>
</tr>
<tr>
<td>MA 304</td>
<td>Pharmacology for Medical Assisting</td>
<td>1</td>
</tr>
<tr>
<td>MA 305</td>
<td>Body Systems and Diseases</td>
<td>4</td>
</tr>
<tr>
<td>MA 307</td>
<td>Pharmacology Lab for Medical Assisting</td>
<td>1</td>
</tr>
<tr>
<td>MA 317</td>
<td>Medical Assisting Clinical Procedures</td>
<td>1</td>
</tr>
<tr>
<td>MA 318</td>
<td>Medical Assisting Clinical Procedures Lab</td>
<td>1</td>
</tr>
<tr>
<td>MA 328</td>
<td>Medical Assisting Diagnostic Procedures Lab</td>
<td>1</td>
</tr>
<tr>
<td>MA 330</td>
<td>Medical Assisting Diagnostic Procedures</td>
<td>1</td>
</tr>
<tr>
<td>MA 327</td>
<td>Medical Insurance and Coding</td>
<td>3</td>
</tr>
<tr>
<td>MA 331</td>
<td>Job Success Seminar</td>
<td>1</td>
</tr>
<tr>
<td>EMS 102</td>
<td>First Aid and Safety Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Required core courses (18 units):

Plus a minimum of 6 units selected from the following:

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 314</td>
<td>Medical Billing</td>
<td>2</td>
</tr>
<tr>
<td>MA 325</td>
<td>Medical Office Administrative Functions</td>
<td>4</td>
</tr>
<tr>
<td>EMS 301</td>
<td>Emergency Medical Technician 1</td>
<td>5</td>
</tr>
<tr>
<td>ECS 100</td>
<td>Early Child Development</td>
<td>3</td>
</tr>
<tr>
<td>FSN 109</td>
<td>Basic Nutrition for Health</td>
<td>3</td>
</tr>
<tr>
<td>SOC 106/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HU SER 110/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYCH 106</td>
<td>Alcohol, Drugs, and Addiction</td>
<td>3</td>
</tr>
<tr>
<td>HU SER /</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYCH 112</td>
<td>Drugs, the Brain and the Body</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 113</td>
<td>Theories of Personality</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 103</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>MA 149</td>
<td>Occupational Work Experience</td>
<td>1-3</td>
</tr>
</tbody>
</table>

MUSIC (A.A.)

The music major fulfills lower-division requirements for students planning to transfer to a four-year college or university culminating in employment in the areas of music teaching, music performance and many other related fields of the music industry. In addition, the associate in arts degree will benefit those students seeking employment in the commercial music industry (e.g. merchandising, club-date performance, recording, church music positions, public recreation departments, private teaching). All music majors are required to take one performance class each semester.

The graduate of the AA Program in Music will:
- Analyze and notate music using traditional Western music notation, theory and harmony.
- Perform as a member of an instrumental or vocal ensemble.
- Recognize and describe the key figures and the breadth of achievement in Western music history.

A major of 32 units is required for the associate in arts degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 305</td>
<td>Body Systems and Diseases</td>
<td>4</td>
</tr>
<tr>
<td>MA 314</td>
<td>Medical Billing</td>
<td>2</td>
</tr>
<tr>
<td>MA 325</td>
<td>Medical Office Administrative Functions</td>
<td>4</td>
</tr>
<tr>
<td>MA 327</td>
<td>Medical Insurance and Coding</td>
<td>3</td>
</tr>
<tr>
<td>MA 329</td>
<td>Advanced Medical Insurance and Coding</td>
<td>1</td>
</tr>
</tbody>
</table>

Required core courses (14 units):

MUSIC 101 Mixed Ensemble 1
**NURSING - REGISTERED NURSING (LVN-TO-RN ONLY) (A.S.)**

The registered nursing program, fully accredited by the California Board of Registered Nursing, is a two-semester program offered every year starting spring semester. California licensed vocational nurses and students are eligible to apply after completion of an accredited vocational nursing program and program prerequisites. The LVN-to-RN program is specifically designed to provide the LVN with an opportunity for career advancement and prepares the licensed vocational nurse for the additional responsibilities required of the registered nurse.

The graduate of the AS Program in Registered Nursing (LVN to RN only) will:

- Be prepared to take and pass the National Council Licensure Examination for Registered Nurses.

Preparation will include demonstration of competency by:

- Utilizing nursing concepts to facilitate health and self-actualization by solving goal setting, energy, and caring problems.
- Using a database from the humanities and sciences to support nursing activities.
- Using the concept of caring as a basis for providing nursing care implementing the behaviors of prevention, maintenance, care and restoration.
- Being responsible and accountable for self and one’s nursing practice.
- Providing nursing care to culturally diverse people utilizing tools of communication, teaching, nursing process, caring, energy, life span, and psychomotor skills.
- Using research findings in nursing practice.
- Establishing learning patterns that will provide the means for lifelong personal and professional growth.
- Developing work-role relationships with members of the health team.
- Practicing nursing that is responsive to current and changing health care needs.
- Enacting the leadership role of the Registered Nurse in the community.

A major of 26 units is required for the associate in science degree.

**COURSE NUMBER** | **TITLE** | **UNITS**
--- | --- | ---
NURS 101 | Foundations for Caring | 2
NURS 102 | Caring for People at Risk in the Community | 3
NURS 103 | Caring for People at Risk in the Community-Practicum | 5
NURS 104 | Caring for People at Risk-Medical/Surgical Nursing | 3
NURS 106 | Leadership and Management | 2
NURS 108 | Caring for People at Risk in the Community-Practicum | 5
NURS 109 | Medical/Surgical at Risk Populations | 2.5
NURS 110 | Psychiatric/Mental Health at Risk Populations | 2.5
NURS 111 | Intermediate Skills for Health Professionals | .5
NURS 112 | Advanced Skills for Health Professionals | .5

**NURSING - "30 UNIT" OPTION (Certificate of Achievement)**

Completion of the 30-unit certificate qualifies the successful graduate to take the NCLEX RN licensing examination. The student choosing this option is NOT considered a graduate of the Allan Hancock Nursing program or the college. Applicants to this curriculum alternative must meet with the program director for advisement.

A major of 30 units is required for the certificate.

**COURSE NUMBER** | **TITLE** | **UNITS**
--- | --- | ---
NURS 103 | Caring for People at Risk in the Community-Practicum | 5
NURS 104 | Caring for People at Risk-Medical/Surgical Nursing | 3
NURS 106 | Leadership and Management | 2
NURS 108 | Caring for People at Risk in the Community-Practicum | 5
NURS 109 | Medical/Surgical at Risk Populations | 2.5
NURS 110 | Psychiatric/Mental Health at Risk Populations | 2.5
NURS 111 | Intermediate Skills for Health Professionals | .5
NURS 112 | Advanced Skills for Health Professionals | .5

**NURSING - VOCATIONAL NURSING (A.S. & Certificate of Achievement)**

The vocational nursing program is a one-year curriculum designed to prepare the CNA to function as a licensed vocational nurse. Upon satisfactory completion of each of the prerequisites and all of the nursing courses in the one-year program, including summer, the student is positioned to take the National Council Licensure Examination for Vocational Nurses.

The graduate of the AS or Certificate Program in Vocational Nursing will:

Be prepared to take and pass the National Council Licensure Examination for Vocational Nurses.

A Vocational Nursing graduate will be able to:
NURSING - CERTIFIED HOME HEALTH AIDE (Certificate of Accomplishment)

Successful completion of this course results in the CNA being awarded Home Health Aid Certification, allowing them to work in home health care.

The graduate of the Certificate Program in Certified Home Health Aide will:

- Differentiate home care activities from long-term care activities.
- Define the home health aide role within the care management team.
- Perform personal care services as defined in class and clinical experience on home-bound clients.
- Interpret normal vs. abnormal pertinent medical and social needs of the patient and to whom to report findings.
- Use required information systems, e.g., charts, forms, schedules appropriate to the home health aide level of practice.

COURSE  NUMBER  TITLE  UNITS
NURS 416  Certified Home Health Aide  2

NURSING - RESTORATIVE AIDE (Certificate of Accomplishment)

The CNA will be awarded a Restorative Aide Certificate upon successful completion of this course. The CNA is then allowed to work in physical therapy or rehabilitation environment providing care.

The graduate of the Certificate Program in Restorative Aide will:

- Contrast the responsibilities of nursing, physical therapy and the restorative aide in producing the maximum rehabilitation possible for the resident and the importance of a team approach for optimum results.
- Identify regulations that apply to rehabilitative/restorative nursing.
- Identify disabilities that could benefit from restorative care.
- Accurately document restorative care.
- Demonstrate competence in performing restorative techniques.

COURSE  NUMBER  TITLE  UNITS
NURS 420  Restorative Aide  1.5

NURSING - EKG/ MONITOR OBSERVER (Certificate of Accomplishment)

This certificate course prepares the CNA to function in the role of monitor observer for those patients requiring continuous EKG monitoring.

The graduate of the Certificate Program in EKG/ Monitor Observer will:

- Identify the role and responsibilities of the monitor observer as a member of the health care team.
- Recognize normal electrical patterns of the heart.
- Recognize life-threatening abnormal rhythms of the heart.
- Apply monitor leads correctly.
- Explain the use of the cardiac monitor as a diagnostic and monitoring tool.

COURSE  NUMBER  TITLE  UNITS
NURS 422  EKG/Monitor Observer  1.5

NURSING - CERTIFIED NURSING ASSISTANT (Certificate of Accomplishment)

The nursing assistant program prepares the student to enter the field of health care as a geriatric or acute care nursing assistant. All students who successfully complete the program must pass a written and skills test given by the State of California in order to become a Certified Nurse Assistant. Fees are involved. Additional certifications in home health aid, restorative aide and EKG/Monitor Observer are offered for those with CNA certification.

The graduate of the Certificate Program in Nursing Assistant will:

- Demonstrate clinical skills in varied environments in long term and acute care hospitals.
- Identify and describe differences between long-term care and acute care nursing assistant functions.
- Identify legal and ethical responsibilities of the nursing assistant.
- Demonstrate skills and knowledge necessary to successfully complete and pass the state board examination.

COURSE  NUMBER  TITLE  UNITS
NURS 400  Certified Nursing Assistant  12
DEGREES & CERTIFICATES

PHYSICAL EDUCATION: TEACHING (A.A.)
The associate degree in Physical Education prepares students to move into a curriculum in a four-year institution to pursue a baccalaureate degree in such areas as exercise physiology, kinesiology, physical therapy, and teaching. The physical educator with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as Adapted Physical Education, coaching, exercise physiology, physical therapy, and Education.

The graduate of the AA Program in Physical Education will:
- Demonstrate and evaluate the factors that contribute to a healthy lifestyle and contribute to the prevention of the Adult related diseases such as diabetes, obesity, and cardiovascular disease.
- Synthesize health education information and apply principles of exercise in order to improve personal wellness and longevity.
- Demonstrate the value of lifelong activities such as golf, aerobic exercise, swimming, and tennis that will enhance personal fitness.

A major of 28 units is required for the associate in arts degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 124</td>
<td>Human Anatomy</td>
<td>4</td>
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<tr>
<td>BIOL 125</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 120</td>
<td>Introductory Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 150</td>
<td>General Chemistry 1</td>
<td>5</td>
</tr>
<tr>
<td>FSN 110</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>H ED 100</td>
<td>Health and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ATH 104</td>
<td>Care and Prevention of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

PHYSICS (A.A.)
The associate degree program in physics prepares students to begin upper-division work leading to a baccalaureate degree in physics or engineering physics. It also provides some of the support courses required for the baccalaureate degree.

The graduate of the AA Program in Physics will:
- Demonstrate knowledge of the fundamental laws of Physics and physical terminology.
- Apply physical principles to solve a variety of simple problems.
- Demonstrate the proper use of physical apparatus for testing and observing physical theories.
- Write Scientific reports on a given experiment indicating the significance of the experiment and the degree to which the results verify a principle or law.
- Analyze complex problems to identify single principle components, and synthesize solutions from multiple concepts.

A major of 35 units is required for the associate in arts degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 150</td>
<td>General Chemistry 1</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 151</td>
<td>General Chemistry 2</td>
<td>5</td>
</tr>
<tr>
<td>MATH 181</td>
<td>Calculus 1</td>
<td>5</td>
</tr>
<tr>
<td>MATH 182</td>
<td>Calculus 2</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 161</td>
<td>Engineering Physics 1</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 162</td>
<td>Engineering Physics 2</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 163</td>
<td>Engineering Physics 3</td>
<td>5</td>
</tr>
</tbody>
</table>

Recommended electives:
- BIOL 100 Introduction to Biology 4
- BIOL 124 Human Anatomy 4
- BIOL 125 Human Physiology 4
- MATH 135 Calculus with Applications 4
- PSYCH/ SOC 121 Social Psychology 3
- PSYCH/ HU SER 128 Positive Psychology 3

MATH 183 Multivariable Calculus 5
MATH 184 Linear Algebra and Differential Equations 5

PSYCHOLOGY (A.A.)
The associate degree program in psychology prepares students to move into a curriculum in a four-year institution leading to a baccalaureate degree in psychology.

The graduate of the AA Program in Psychology will:
- Define and discuss concept, methods, and techniques related to psychology; including maturation, motivation, emotion, cognitions and feeling.
- Describe the major contemporary personality theories and will be able to apply the concepts to psychological health, principles of adjustment and growth.
- Define, describe and evaluate the developmental process of the child from conception through adolescence with an emphasis on various psychological theories contributing to the development, parent-child relationships, curious childhood disorders and therapies.
- Define, describe and evaluate the psychosocial human lifespan/development starting from conception through death; including major concepts related to behavior, sexuality, nutrition, health, stress, environmental relationships, and implication of death and dying.
- Describe and compare the basic knowledge about statistical analysis of data, including descriptive and inferential statistics with application.
- Critically evaluate the soundness of information which they encounter in the media and popular psychology publications.
- Understand the cultural influences on human behavior and mental processes.

A major of 25 units is required for the associate in arts degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 123</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 113</td>
<td>Theories of Personality</td>
<td>3</td>
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<tr>
<td>PSYCH 117</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 118</td>
<td>Human Development-Lifespan</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus a minimum of 12 units selected from the following:
- ANTHRO 101 Introduction to Physical Anthropology 3
- ANTHRO 102 Introduction to Cultural Anthropology 3
- HU SER 106 Family Systems and Codependency 3
- PSYCH/ SOC 104 Social Science Research Methods 3
- PSYCH 112 Human Sexuality 3
- PSYCH 115 Behavior Modification 3
- PSYCH 116 Death and Dying 3
- PSYCH 119 Abnormal Psychology 3
- SOC 101 Introduction to Sociology 3
- SOC 110 Personal and Family Relationships in the 21st Century 3

Recommended electives:
- BIOL 100 Introduction to Biology 4
- BIOL 124 Human Anatomy 4
- BIOL 125 Human Physiology 4
- MATH 135 Calculus with Applications 4
- PSYCH/ SOC 121 Social Psychology 3
- PSYCH/ HU SER 128 Positive Psychology 3
SOCIAL SCIENCE (A.A.)
The social sciences are concerned with the study of human behavior and the human condition. The various disciplines within social science are united in their quest to understand the “whys,” “causes,” and “consequences” of human experience and action. The social science major is designed to provide the student with an integrated liberal arts background that focuses on social science and fulfills the lower-division requirements for specific upper-division majors. Occupational choices for social scientists are numerous and varied in both the private and public sectors. Depending on the individual’s specialization, career opportunities may be found most frequently in the areas of human services, education, law and criminal justice, government, and business administration.

The graduate of the AA Program in Social Science will:
- Synthesize and apply social science concepts.
- Use information/data from multiple sources and demonstrate knowledge of research methodologies and multiple theoretical perspectives.
- Have the ability to use social science methods to identify, formulate, and study social problems.
- Understand the interdisciplinary nature of knowledge and view issues from a holistic perspective.
- Have college-level knowledge and skills in critical thinking, analysis, and written communication.
- Understand the global society and processes of globalization from non-Western, Western, and indigenous perspectives.
- Make informed, reasoned, and ethical personal and public choices.

A major of 18 units is required for the associate in arts degree.

COURSE NUMBER | TITLE | UNITS
--- | --- | ---
Required core courses (18 units):
ANTHRO 102 | Cultural Anthropology | 3
GEOG 102 | Human Geography | 3
HIST/HUM 105 | Western Civilization Since 1650 | 3
PSYCH 101 | General Psychology | 3
POL SC 101 | Introduction to Political Science | 3
or
POL SC 104 | Introduction to International Relations | 3
SOC 101 | Introduction to Sociology | 3

Recommended electives:
ECON 102 | Principles of Economics: Micro-Economics | 3
or
SOC 122 | Sociology of the Hispanic Culture | 3
ECON/BUS 141 | Global Economics | 3

SOUND TECHNOLOGY (Certificate of Achievement)
The sound technology certificate is intended to prepare students for careers in sound recording and sound reinforcement in live and studio performance situations, as well as in the film industry, television, radio and other areas where sound recording and electronic music play an increasingly vital role. The certificate program can also be a valuable preparation for enrolling in an advanced commercial music school.

The graduate of the Certificate Program in Sound Technology will:
- Recognize and define the basic terminology associated with acoustics.
- Recognize and define the basic terminology associated with sound recording and electronic music.
- Participate in sound recording and mix-down sessions.
- Produce and record works of electronic music.

Nineteen units constitute the certificate.

COURSE NUMBER | TITLE | UNITS
--- | --- | ---
Required core courses (12 units):
MUSIC 115/ | Introduction to Sound Recording | 3
FILM 120 | and Mixing | 3
MUSIC116/ | Sound Production Techniques | 3
FILM 121 | | 3
MUSIC 117 | MIDI Technology and Its | 3
Applications | 3
MUSIC 118 | Introduction to Electronic Music | 3

Plus a minimum of 7 units selected from the following:
MUSIC 104 | The Roots of Pop, Rock and Jazz | 3
MUSIC 111 | Comprehensive Music Theory 1 | 4
MUSIC 112 | Comprehensive Music Theory 2 | 4
MUSIC 119 | Electronic Music Studio Techniques (+) | 1
MUSIC 143 | Jazz Band (+) | 1
EL 118 | Fundamentals of DC and AC Circuit Analysis | 3
or
EL 111 | Fundamentals of DC Circuit Analysis | 1.5
and
EL 113 | Fundamentals of AC Circuit Analysis | 1.5
EL 119 | Fundamentals of DC and AC Circuit Analysis Lab | 2
or
EL 112 | Fundamentals of DC Circuit Analysis Lab | 1
and
EL 114 | Fundamentals of AC Circuit Analysis Lab | 1
FILM 110 | Introduction to Film and Video Production | 4
(+ May be repeated for credit.

SPANISH (A.A.)
As the world becomes increasingly smaller, knowledge of foreign languages expands in importance. Spanish is a very useful language in education, health, social services, business, and other fields where contact with the public takes place. The focus of the program is on language; however, students also gain historical, economic, and cultural insights into the Hispanic world.

The graduate of the AA Program in Spanish will:
- Be able to speak, understand, read, and write Spanish.
- Show an appreciation for the cultures represented by the Spanish language.

A major of 18 units is required for the associate in arts degree.

COURSE NUMBER | TITLE | UNITS
--- | --- | ---
Required core courses (10 units):
SPAN 103 | Intermediate Spanish | 5
SPAN 104 | Intermediate Spanish | 5

Plus a minimum of 8 units selected from the following:
ENGL 102 | Freshman Composition: Literature | 3
ENGL/ | |
FRENCH 101 | Elementary French | 5
FRENCH 102 | Elementary French | 5
ITALIAN 101 | Elementary Italian | 5
ITALIAN 102 | Elementary Italian | 5
SPAN 111 | Intermediate Spanish Conversation | 2
SPAN 148 | Hispanic Literature in Translation | 3

Recommended electives:
ART 105 | Art History Survey-Art of Mexico | 3
BUS 140 | Survey of International Business | 3
DEGREES & CERTIFICATES

SPEECH COMMUNICATION (A.A.)
The speech communication major provides students with an opportunity to improve their personal, public and professional lives. Students study communication dynamics in interpersonal relationships, groups, and public settings. By studying how, why and with what consequences people communicate, students will become more competent communicators. Students will develop broad-based competencies in oral and written communication as well as critical analysis. The articulated transfer major will prepare students for further studies toward a baccalaureate degree in speech and/or communication studies.

The graduate of the AA Program in Speech Communication will:
- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors for a variety of purposes.
- Be able to locate, synthesize, evaluate, and utilize research.

A major of 21 units is required for the associate in arts degree.

COURSE NUMBER TITLE UNITS
Required core courses (18 units):
SPEECH 101 Public Speaking 3
SPEECH 102 Small Group Communication 3
SPEECH 103 Interpersonal Communication 3
SPEECH 106 Argumentation and Debate 3
SPEECH 108 Oral Interpretation of Literature 3
SPEECH 110 Intercultural Communication 3

Plus a minimum of 3 units selected from the following:
ANTHRO 102 Cultural Anthropology 3
ENGL 102 Freshman composition: Literature 3
ENGL 103/ FILM 101 Film as Art and Communication 3
HIST/HUM 104 Western Civilization to 1650 3
HIST/HUM 105 Western Civilization Since 1650 3
MATH 123 Elementary Statistics 4
PHILOS 114 Critical Thinking 3
PSYCH 101 General Psychology 3
SOC 120 Race and Ethnic Relations 3

SPEECH COMMUNICATION - COMMUNICATION SKILLS FOR PUBLIC SAFETY AND HEALTH PROFESSIONALS CERTIFICATE (Certificate of Accomplishment)
The graduate of the Certificate Program in Communication Skills for Public Safety and Health Professionals will:
- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors for a variety of purposes.
- Be able to locate, synthesize, evaluate, and utilize research.

Seven – nine units constitute the certificate.

COURSE NUMBER TITLE UNITS
SPEECH 103 Interpersonal Communication 3
SPEECH 110 Intercultural Communication 3
SPEECH 189 Independent Projects 1-3

SPEECH COMMUNICATION - COMMUNICATION SKILLS FOR THE BUSINESS PROFESSIONAL (Certificate of Accomplishment)
The graduate of the Certificate Program in Communication Skills for the Business Professional will:
- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors for a variety of purposes.
- Be able to locate, synthesize, evaluate, and utilize research.

Ten – twelve units constitute the certificate.

COURSE NUMBER TITLE UNITS
SPEECH 102 Small Group Communication 3
SPEECH 103 Interpersonal Communication 3
SPEECH 110 Intercultural Communication 3
SPEECH 189 Independent Projects 1-3

SPEECH COMMUNICATION - COMMUNICATION SKILLS FOR THE PROFESSIONAL SPEAKER (Certificate of Accomplishment)
The graduate of the Certificate Program in Communication Skills for the Professional Speaker will:
- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors for a variety of purposes.
- Be able to locate, synthesize, evaluate, and utilize research.

Ten – twelve units constitute the certificate.

COURSE NUMBER TITLE UNITS
SPEECH 101 Public Speaking 3
SPEECH 106 Argumentation and Debate 3
SPEECH 108 Oral Interpretation of Literature 3
SPEECH 189 Independent Projects 1-3

TRANSFER STUDIES - CSU GENERAL EDUCATION BREADTH
See Transfer Information section for course requirements.

TRANSFER STUDIES - INTERSEGMENTAL GENERAL EDUCATION TRANSFER (IGETC)
See Transfer Information section for course requirements.
TRANSFER STUDIES - UC/CSU - TRANSFER STUDIES (MATH, ENGINEERING, AND SCIENCE MAJORS) (Certificate of Achievement)

Before beginning this transfer pattern it is strongly recommended that you meet with a counselor to determine that this is appropriate for your major.

The Transfer Studies Certificate of Achievement is designed for students who plan to transfer to a four-year college or university. In order to meet specific transfer requirements, students should work with a counselor in course selection.

To meet the requirements for this program, students must complete a minimum of 18 transferable units in the prescribed pattern as follows:

A. Communication/Critical Thinking (6 units – one course in each area below)
   1) English Composition (3 units) - Courses fulfilling written communication requirement shall include substantial instruction and practice in college-level expository essay writing, reading of significant literature, and research methods. Courses must be completed with a grade of "C" or better.
   2) Communication and Analytical Thinking (3 units). Courses fulfilling this requirement include oral communication, logic, critical thinking, argumentation/debate and related disciplines. Courses must be completed with a grade of "C" or better.

B. Mathematics/Quantitative Reasoning (3 units)
   Complete a 100-level mathematics course with a grade of "C" or better.

C. Art and Humanities (3 units)
   Courses fulfilling this requirement include introductory or integrative courses in the arts, foreign languages, literature, western and world civilizations, philosophy, and religion.

D. Social and Behavioral Sciences (3 units)
   Courses fulfilling this requirement include introductory or integrative survey courses in cultural anthropology, archaeology, cultural geography, economics, ethnic studies, history, political science, psychology, sociology, interdisciplinary social/behavioral sciences and related disciplines.

E. Physical and Biological Sciences (3 units)
   Courses fulfilling this requirement include introductory or integrative courses in astronomy, biology, chemistry, environmental studies, physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.

WELDING TECHNOLOGY (A.S. & Certificate of Achievement)
The associate degree and certificate curriculum in welding technology is designed to provide comprehensive occupational training in all common types of welding methods as related to today's welding fabrication industries. This program will provide students with manipulative skills and technical knowledge required to perform in the areas of oxyacetylene, shielded metal arc, gas metal arc (G.M.A.W. and T.I.G.) welding processes.

Also included in this program are hand cutting and semi-automatic cutting techniques. Certification tests may be taken. Employment opportunities available are welder, welder mechanic, maintenance welder, construction welder, pipe welder, and welding inspectors.

The graduate of the AS or Certificate Program in Welding Technology will:
- Pass at least one welder qualification tests (3G-vertical or 4G-overhead) using at least one basic process.
- Will have the ability to operate basic welding equipment in a safe manner.
- Will have a working knowledge of metallurgy.
- Will be able to do basic layout, fitting and cutting operation.
- Will have the ability to operate basic welding equipment in a safe manner.

A major of 31 units is required for the associate in science degree and certificate.

WELDING TECHNOLOGY - PIPE WELDING TECHNOLOGY (Certificate of Achievement)
The graduate of the Certificate Program in Pipe Welding will:
- Pass at least one welder qualification tests (3G-vertical or 4G-overhead) using at least one basic process.
- Will have competency in blueprint reading.
- Will have a working knowledge of metallurgy.
- Will do basic layout, fitting and cutting operation.
- Will operate basic welding equipment in a safe manner.
- Will weld, cut, and fit ferris and non-ferris materials to industry standard.

A major of 19 units is required for the associate in science degree and certificate.

WELDING TECHNOLOGY - METAL FABRICATION (Certificate of Achievement)
The graduate of the Certificate Program in Metal Fabrication will:
- Pass at least one welder qualification tests (3G-vertical or 4G-overhead) using at least one basic process.
- Will have competency in blueprint reading.
- Will have a working knowledge of metallurgy.
- Will do basic layout, fitting and cutting operation.
- Will operate basic welding equipment in a safe manner.
- Will weld, cut, and fit ferris and non-ferris materials to industry standard.

A major of 20 units is required for the associate in science degree and certificate.

Recommended electives:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>MT 109</td>
<td>Machine Tool Practices</td>
<td>4</td>
</tr>
<tr>
<td>WLD T 307</td>
<td>G.M.A.W. Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 308</td>
<td>T.I.G. Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 330</td>
<td>Welding Certification</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 331</td>
<td>Welding Certification Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

WELDING TECHNOLOGY (Certificate of Achievement)
The graduate of the AS or Certificate Program in Welding Technology will:
- Pass the GMAW and SMAW processes to the American Welding Societies D1.1 Structural Welding Code.
- Will have competency in blueprint reading.
- Will have a working knowledge of metallurgy.
- Will be able to do basic layout, fitting and cutting operation.
- Will have the ability to operate basic welding equipment in a safe manner.

A major of 31 units is required for the associate in science degree and certificate.

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<tr>
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<td>MT 109</td>
<td>Survey of Machining</td>
<td>4</td>
</tr>
<tr>
<td>WLD T 106</td>
<td>Beginning Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 107</td>
<td>Advanced Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 306</td>
<td>Layout and Fabrication Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 312</td>
<td>Pipe Fitting and Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD T 315</td>
<td>Metal Fabrication</td>
<td>4</td>
</tr>
<tr>
<td>WLD T 381</td>
<td>Industrial Math</td>
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### DEGREES & CERTIFICATES

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</tbody>
</table>

**WILDLAND FIREFIGHTING OPERATIONS (A.S. & Certificate of Achievement)**

The graduate of the AS or Certificate Program in Wildland Fire Technology Operations will:

- Demonstrate the ability to analyze, appraise and evaluate fire emergency incidents and identify components of emergency management and fire fighter safety including: Size-up, report on conditions, Incident Command System; 10 Standard Firefighting Orders; 18 Situations that Shout “Watch Out”; and common factors associated with injuries and line of duty deaths in wildland fire emergencies.

- Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.

- 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.

- Identify and describe the apparatus used in the wildland firefighting, and the equipment and maintenance of apparatus and equipment.

- Identify and describe common types wildland firefighting assignments.

- Identify and describe wildland air operations, emergency medical operations and incident command operations.

Prerequisites for all wildland firefighting courses are the following two National Wildfire Coordinating Group Incident Command System Courses.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFT 301</td>
<td>Introduction to Incident Command System [I-100]</td>
<td>.5</td>
</tr>
<tr>
<td>WFT 302</td>
<td>Basic Incident Command System [I-200]</td>
<td>1</td>
</tr>
</tbody>
</table>

A major of 30 units is required for the associate in science degree and certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>WFT 303</td>
<td>Intermediate Incident Command System [I-300]</td>
<td>1</td>
</tr>
<tr>
<td>WFT 304</td>
<td>Advanced Incident Command System [I-400]</td>
<td>1</td>
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<tr>
<td>WFT 305</td>
<td>Multi-Agency Coordination</td>
<td>.5</td>
</tr>
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<td>WFT 306</td>
<td>Incident Command System for Executives</td>
<td>.5</td>
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<tr>
<td>WFTO 310</td>
<td>Basic Fire Suppression Orientation [S-110]</td>
<td>.5</td>
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<tr>
<td>WFTO 311</td>
<td>Firefighter Training [S-130]</td>
<td>2</td>
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<tr>
<td>WFTO 312</td>
<td>Advanced Firefighter Training [S-131]</td>
<td>.5</td>
</tr>
</tbody>
</table>

Required core courses (15 units):

- WFTO 303 Introduction to Wildland Fire Behavior [S-190] .5
- WFTO 314 Initial Attack Incident Commander
- WFTO 315 Supervisory Concepts and Techniques [S-210] 1
- WFTO 316 Fire Operations in the Urban Interface [S-205] 2
- WFTO 317 Portable Pumps and Water Use [S-211] .5
- WFTO 318 Wildfire Powersaws [S-212] 1.5
- WFTO 319 Driving for the Fire Service [S-216] 2
- WFTO 320 Interagency Helicopter Training
- WFTO 321 Crew Boss (Single Resource) [S-230] 1
- WFTO 322 Engine Boss (Single Resource) [S-231] 1
- WFTO 323 Dozer Boss (Single Resource) [S-232] 1
- WFTO 324 Tractor/plow Boss [S-233] .5
- WFTO 325 Firing Methods & Procedures [S-234] .5
- WFTO 326 Felling Boss [S-235] 1.5
- WFTO 327 Staging Area Manager [J-236] .5
- WFTO 328 Field Observer [S-244] 2
- WFTO 329 Fire Business Management Principles [S-260] .5
- WFTO 330 Basic Air Operations [S-270] 1
- WFTO 331 Helispot Manager [J-272] .5
- WFTO 332 Intermediate Wildland Fire Behavior [S-290] 2
- WFTO 333 Incident Commander, Multiple Resources [S-300] 1
- WFTO 334 Leadership & Organizational Development [S-301] 1.5
- WFTO 335 Task Force/strike Team Leader [S-330] 1.5
- WFTO 336 Fire Suppression Tactics [S-336] 2
- WFTO 337 Division/group Supervisor [S-339] 1
- WFTO 338 Intermediate Aviation Operations [S-370] 2
- WFTO 339 Helibase Manager [S-371] 2
- WFTO 340 Helicopter Coordinator [S-374] 2
- WFTO 341 Air Support Group Supervisor [S-375] 2
- WFTO 342 Air Tanker Coordinator [S-376] 1.5
- WFTO 343 Air Tactical Group Supervisor [S-378] 1.5
- WFTO 344 Introduction to Wildland Fire Behavior Calculations [S-390] 2
- WFTO 345 Incident Commander [J-400] 1.5
- WFTO 346 Liaison Officer [S-402] 1
- WFTO 347 Safety Officer [S-404] 1.5
- WFTO 348 Standards for Survival [PMS-416] .5
- WFTO 349 Hazardous Materials Awareness Program for Firefighters [PMS-418] .5
- WFTO 350 Command and General Staff [S-420] 2
- WFTO 351 Look Up, Look Down, Look Around [PMS-427] .5
- WFTO 352 Learn to Behave [PMS-428] 1
- WFTO 354 Operations Section Chief [S-430] 2
- WFTO 355 Training Specialist [S-445] 1
- WFTO 356 Air Operations Branch Director [S-470] 2
- WFTO 357 Advanced Wildland Fire Behavior Calculations [S-490] 2
- WFTO 358 Facilitative Instructor [PMS-925] 2
- WFTO 360 Hazardous Materials First Responder Update .5
- EMS 461 Medical First Responder Update .5
- WFTO 362 Campbell Prediction System 1
- WFTO 363 Followership to Leadership [L-280] 1
- WFTO 364 Incident Leadership [L-381] 2
### DEGREES & CERTIFICATES

**WILDLAND FIREFIGHTING PREVENTION, INVESTIGATION, PRESCRIBED BURNING (A.S. & Certificate of Achievement)**

The graduate of the AS or Certificate Program in Wildland Fire Technology Prevention, Investigation and Prescribed Burning will:

- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: Size-up, report on conditions, Incident Command System; 10 Standard Firefighting Orders; 18 Situations that Shout "Watch Out"; and common factors associated with injuries and line of duty deaths in wildland fire emergencies.
- Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- 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.
- Identify and describe the apparatus used in the wildland firefighting, and the equipment and maintenance of apparatus and equipment.
- Identify and describe common types wildland firefighting assignments.
- Identify and describe prescribed fire and smoke management, wildland fire prevention marketing and emergency information dissemination.

Prerequisites for all wildland firefighting courses are the following two National Wildfire Coordinating Group Incident Command System Courses.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<tr>
<td>WFT 301</td>
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<td>Basic Incident Command System [I-200]</td>
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</tbody>
</table>

A major of 30 units is required for the associate in science degree and certificate.

**COURSE NUMBER | TITLE | UNITS**

**Required core courses (15 Units):**

| WFT 101 | Wildland Fire Behavior | 3 |
| WFT 102 | Wildland Fire Fighter Safety and Survival | 3 |
| WFT 103 | Wildland Fire Operations (Ground, Air) | 3 |
| WFT 104 | Wildland Fire Public Information Officer, Prevention, and Investigation | 3 |
| WFT 105 | Wildland Fire Logistics, Finance, and Planning | 3 |

**Plus a minimum of 15 units selected from the following:**

| WFT 303 | Intermediate Incident Command System [I-300] | 1 |
| WFT 304 | Advanced Incident Command System [I-400] | 1 |
| WFT 305 | Multi-Agency Coordination | .5 |
| WFT 306 | Incident Command System for Executives | .5 |
| WFTP 310 | Prescribed Fire for Burn Bosses [RX-300] | 2 |
| WFTP 311 | Introduction to Wildfire Prevention [P-101] | 2 |
| WFTP 312 | Inspecting Fire Prone Property [P-110] | .5 |
| WFTP 313 | California Basic Fire Prevention [P-140] | 2 |
| WFTP 314 | Wildfire Origin & Cause Determination [P-151] | 2 |
| WFTP 315 | Introduction To Public Information Officer [S-203] | 2 |
| WFTP 316 | Ignition Specialist [RX-230] | 2 |
| WFTP 317 | Intermediate Fire Prevention [P-240] | 2 |

- **WFTP 318** Prescribed Fire Monitoring & Analysis [RX-290] | 2 |
- **WFTP 319** Burn Boss [RX-300] | 2 |
- **WFTP 320** Wildfire Prevention Analysis and Planning [P-301] | 2 |
- **WFTP 321** Wildfire Prevention Marketing [P-303] | 2 |
- **WFTP 322** Advanced Fire Prevention [P-340] | 2 |
- **WFTP 323** Introduction to Fire Effects [RX-340] | 2 |
- **WFTP 324** Information Officer [S-403] | 2 |
- **WFTP 325** Prescribed Fire Management [RX-420] | 2 |
- **WFTP 326** Smoke Management Techniques [RX-450] | 2 |

or the following WFTO courses

| WFTO 310 | Basic Fire Suppression Orientation [S-110] | .5 |
| WFTO 313 | Introduction to Wildland Fire Behavior [S-190] | .5 |
| WFTO 315 | Supervisory Concepts & Techniques [S-201] | 1 |
| WFTO 316 | Fire Operations in the Urban Interface [S-205] | 2 |
| WFTO 325 | Firing Methods and Procedures [S-234] | 1 |
| WFTO 329 | Fire Business Management Principles [S-260] | 1 |
| WFTO 332 | Intermediate Wildland Fire Behavior [S-290] | 2 |
| WFTO 334 | Leadership & Organizational Development [S-301] | .5 |
| WFTO 344 | Introduction to Wildland Fire Behavior Calculations [S-390] | 2 |
| WFTO 355 | Training Specialist [S-445] | 1 |
| WFTO 358 | Facilitative Instructor [PMS-925] | 2 |
| WFTO 362 | Campbell Prediction System | 1 |

### DEGREES & CERTIFICATES

**WILDLAND FIREFIGHTING LOGISTICS, FINANCE, PLANNING (A.S. & Certificate of Achievement)**

The graduate of the AS or Certificate Program in Wildland Fire Technology Logistics, Finance and Planning will:

- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: Size-up, report on conditions, Incident Command System; 10 Standard Firefighting Orders; 18 Situations that Shout "Watch Out"; and common factors associated with injuries and line of duty deaths in wildland fire emergencies.
- Identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- 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.
- Identify and describe the apparatus used in the wildland firefighting, and the equipment and maintenance of apparatus and equipment.
- Identify and describe common types wildland firefighting assignments.
- Identify and describe prescribed fire and smoke management, wildland fire prevention marketing and emergency information dissemination.

Prerequisites for all wildland firefighting courses are the following two National Wildfire Coordinating Group Incident Command System Courses.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFT 301</td>
<td>Introduction to Incident Command System [I-100]</td>
<td>.5</td>
</tr>
<tr>
<td>WFT 302</td>
<td>Basic Incident Command System [I-200]</td>
<td>1</td>
</tr>
</tbody>
</table>

- **WFTP 318** Prescribed Fire Monitoring & Analysis [RX-290] | 2 |
- **WFTP 319** Burn Boss [RX-300] | 2 |
- **WFTP 320** Wildfire Prevention Analysis and Planning [P-301] | 2 |
- **WFTP 321** Wildfire Prevention Marketing [P-303] | 2 |
- **WFTP 322** Advanced Fire Prevention [P-340] | 2 |
- **WFTP 323** Introduction to Fire Effects [RX-340] | 2 |
- **WFTP 324** Information Officer [S-403] | 2 |
- **WFTP 325** Prescribed Fire Management [RX-420] | 2 |
- **WFTP 326** Smoke Management Techniques [RX-450] | 2 |
### DEGREES & CERTIFICATES

A major of 30 units is required for the associate in science degree and certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>WFT 101</td>
<td>Wildland Fire Behavior</td>
<td>3</td>
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<tr>
<td>WFT 102</td>
<td>Wildland Fire Fighter Safety and Survival</td>
<td>3</td>
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<tr>
<td>WFT 103</td>
<td>Wildland Fire Operations (Ground, Air)</td>
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<tr>
<td>WFT 104</td>
<td>Wildland Fire Public Information Officer, Prevention, and Investigation</td>
<td>3</td>
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<tr>
<td>WFT 105</td>
<td>Wildland Fire Logistics, Finance, and Planning</td>
<td>3</td>
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Plus a minimum of 15 units selected from the following:

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFT 303</td>
<td>Intermediate Incident Command System [I-300]</td>
<td>1</td>
</tr>
<tr>
<td>WFT 304</td>
<td>Advanced Incident Command System [I-400]</td>
<td>1</td>
</tr>
<tr>
<td>WFT 305</td>
<td>Multi-Agency Coordination</td>
<td>.5</td>
</tr>
<tr>
<td>WFT 306</td>
<td>Incident Command System for Executives</td>
<td>.5</td>
</tr>
<tr>
<td>WFTL 314</td>
<td>Base/Camp Manager [J-254]</td>
<td>2</td>
</tr>
<tr>
<td>WFTL 315</td>
<td>Equipment Manager [J-255]</td>
<td>1.5</td>
</tr>
<tr>
<td>WFTL 316</td>
<td>Tool and Equipment Specialist [J-256]</td>
<td>.5</td>
</tr>
<tr>
<td>WFTL 317</td>
<td>Incident Communications Manager [J-257]</td>
<td>1.5</td>
</tr>
<tr>
<td>WFTL 310</td>
<td>Display Processor [S-245]</td>
<td>.5</td>
</tr>
<tr>
<td>WFTL 311</td>
<td>Check in Recorder/Status Recorder [S-248]</td>
<td>.5</td>
</tr>
<tr>
<td>WFTL 312</td>
<td>Ordering Manager [J-252]</td>
<td>.5</td>
</tr>
<tr>
<td>WFTL 313</td>
<td>Receiving and Distribution Manager [J-253]</td>
<td>.5</td>
</tr>
<tr>
<td>WFTL 318</td>
<td>Communications Equipment/Procedures</td>
<td>2</td>
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<tr>
<td>WFTL 319</td>
<td>Security Manager [I-259]</td>
<td>.5</td>
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<tr>
<td>WFTL 320</td>
<td>Fire Business Management Principles [S-260]</td>
<td>1.5</td>
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<tr>
<td>WFTL 321</td>
<td>Personnel Time Recorder [J-261]</td>
<td>1</td>
</tr>
<tr>
<td>WFTL 322</td>
<td>Equipment Time Recorder [J-262]</td>
<td>1</td>
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<tr>
<td>WFTL 323</td>
<td>Claims Manager [J-263]</td>
<td>1</td>
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<tr>
<td>WFTL 324</td>
<td>Compensation for Injury Manager [J-264]</td>
<td>1</td>
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<tr>
<td>WFTL 325</td>
<td>Commissary Manager [J-266]</td>
<td>1</td>
</tr>
<tr>
<td>WFTL 326</td>
<td>Documentation Unit Leader [J-342]</td>
<td>1</td>
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<tr>
<td>WFTL 327</td>
<td>Situation Unit Leader [J-346]</td>
<td>1.5</td>
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<tr>
<td>WFTL 328</td>
<td>Demobilization Unit Leader [J-347]</td>
<td>1</td>
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<tr>
<td>WFTL 329</td>
<td>Resource Unit Leader [J-348]</td>
<td>1.5</td>
</tr>
<tr>
<td>WFTL 330</td>
<td>Facilities Unit Leader [J-354]</td>
<td>2</td>
</tr>
<tr>
<td>WFTL 331</td>
<td>Ground Support Unit Leader [J-355]</td>
<td>.5</td>
</tr>
<tr>
<td>WFTL 332</td>
<td>Supply Unit Leader [J-356]</td>
<td>2</td>
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<tr>
<td>WFTL 333</td>
<td>Food Unit Leader [J-357]</td>
<td>1.5</td>
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<tr>
<td>WFTL 334</td>
<td>Communications Unit Leader [J-358]</td>
<td>4</td>
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<tr>
<td>WFTL 335</td>
<td>Medical Unit Leader [J-359]</td>
<td>.5</td>
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<tr>
<td>WFTL 336</td>
<td>Cost Unit Leader [I-362]</td>
<td>.5</td>
</tr>
<tr>
<td>WFTL 337</td>
<td>Compensation/claims Unit Leader [I-363]</td>
<td>.5</td>
</tr>
<tr>
<td>WFTL 338</td>
<td>Time Unit Leader [I-365]</td>
<td>.5</td>
</tr>
<tr>
<td>WFTL 339</td>
<td>Procurement Unit Leader [I-368]</td>
<td>.5</td>
</tr>
<tr>
<td>WFTL 340</td>
<td>Planning Section Chief [J-440]</td>
<td>2</td>
</tr>
<tr>
<td>WFTL 341</td>
<td>Logistics Section Chief [J-450]</td>
<td>2</td>
</tr>
<tr>
<td>WFTL 342</td>
<td>Finance Section Chief [I-460]</td>
<td>2</td>
</tr>
</tbody>
</table>

or the following WFTO Courses

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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</tr>
</thead>
<tbody>
<tr>
<td>WFTO 310</td>
<td>Basic Fire Suppression Orientation [S-110]</td>
<td>.5</td>
</tr>
<tr>
<td>WFTO 315</td>
<td>Supervisory Concepts &amp; Techniques [S-201]</td>
<td>1</td>
</tr>
<tr>
<td>WFTO 316</td>
<td>Fire Operations in the Urban Interface [S-205]</td>
<td>2</td>
</tr>
<tr>
<td>WFTO 327</td>
<td>Field Observer [S-244]</td>
<td>2</td>
</tr>
</tbody>
</table>

### INSTITUTIONAL LEARNING OUTCOMES

What does Allan Hancock College contribute to the lives of its students? After a yearlong dialog in 2006-07, the faculty, staff and students of AHC identified seven Institutional Learning Outcomes (ILOs).

Upon receiving an associate’s degree from Allan Hancock College, students will have acquired proficiency in communication, critical thinking and problem solving, global awareness and cultural competence, information and technology literacy, quantitative literacy, scientific literacy and personal responsibility and development. The following ILOs are integrated as knowledge, skills, abilities and attitudes into a variety of courses and student services available at the college.

1. **COMMUNICATION**
   - Read effectively for many purposes including information gathering, appreciation, and analysis.
   - Write clearly, concisely, and accurately in a variety of contexts and formats and for many audiences.
   - Speak effectively in many different situations, involving diverse people and viewpoints.
   - Listen actively and analyze the substance of others’ comments.
   - Demonstrate effective visual literacy.

2. **CRITICAL THINKING & PROBLEM SOLVING**
   - Apply a variety of critical and creative strategies for solving complex problems.
   - Generate and explore questions and arrive at reasoned conclusions.
   - Synthesize ideas and information from various sources and media.
   - Evaluate the credibility and significance of sources and material used as support or evidence.
   - Identify assumptions, discern bias, and analyze reasoning and methods.

3. **GLOBAL AWARENESS & CULTURAL COMPETENCE**
   - Develop an awareness of one’s own cultural framework and how it informs one’s perspectives and experiences.
   - Recognize the interdependence of societies that participate in or depend on world economies, political systems, and the planet’s finite and fragile resources.
   - Act with sensitivity, respect, and integrity in interactions with individuals and peoples of diverse perspectives, beliefs, and values.
   - Develop an awareness of the importance of civic and community participation.

4. **INFORMATION AND TECHNOLOGY LITERACY**
   - Use a computer to perform basic functions appropriate to the classroom and workplace.
   - Select and use technology appropriate for the task.
   - Determine the nature and extent of information needed.
   - Locate, access, manage, and evaluate information from multiple sources.
   - Use information ethically and legally.
   - Develop the ability to understand the applications and implications of technology in society.
5. QUANTITATIVE LITERACY
   • Perform calculations accurately.
   • Interpret mathematical models such as formulas, graphs and tables.
   • Apply mathematical concepts to solve problems.
   • Create and analyze mathematical models of real-world situations.

6. SCIENTIFIC LITERACY
   • Demonstrate a science-based understanding of the natural world.
   • Apply scientific concepts and models to solve complex problems within the natural world.
   • Describe and demonstrate the use of the scientific method.
   • Demonstrate science-based knowledge in daily life situations.

7. PERSONAL RESPONSIBILITY & DEVELOPMENT
   • Demonstrate an understanding of ethical issues and the ability to make ethical decisions in complex situations.
   • Acquire knowledge and exercise choices that enhance wellness.
   • Develop responsibility for one’s own actions and participate actively in pluralistic society.
   • Produce and/or respond to artistic or creative expressions.
   • Participate effectively in teams, provide leadership, make decisions, and seek consensus when appropriate.
   • Value and apply lifelong learning skills for personal and professional growth.
   • Value one’s personal role in sustaining the ecosystem.
   • Develop career goals and plans to accomplish them.

For FAQs about the ILOs go to www.hancockcollege.edu, and select Research & Planning from the Quicklinks menu.
Announcement of Courses

CATALOG
2009-2010

ALLAN HANCOCK COLLEGE
Start here. Go anywhere.


COURSE INFORMATION

 Students should familiarize themselves with the information given below about the course descriptions. Courses are listed alphabetically. Each course is designated by a number. A descriptive title and the unit value (in parenthesis) follow the course number. The semester in which the course is usually offered is noted at the end of the course description following the grading option. See the key at the end of this section.

Numbering System: Courses numbered 100-199 are baccalaureate-level courses and will transfer to the California State University system and other four-year institutions. Please note that some of these courses would not be appropriate for specific majors or for the general education requirements for graduation. Students should check the current catalog of the institution of transfer to determine which courses are appropriate.

Courses numbered 300-399 are intended for certificate and associate degree programs. In some cases, with special arrangements, they may be acceptable for transfer to some four-year universities.

Courses numbered 400-499 are primarily vocational credit courses that are not applicable to the associate degree programs and do not transfer to four-year institutions.

Courses numbered 500-599 are college preparatory in nature and are not applicable to the associate degree programs and do not transfer to four-year institutions.

Institutes (159, 359, 459): These courses are primarily technical, vocational skill building curriculum developed in specific disciplines.

Independent Projects (189/389): These courses are academic opportunities for students who are capable of independent work and who demonstrate the need or desire for additional study beyond the regular curriculum. See “Independent Projects” for a more complete description of the concept.

Topics In (199/399/499/599): These courses identify curriculum in specific disciplines that is not offered on a regular cycle (not within a two-year period). These courses are not included in any major core, but may be among the elective units of a program.

Workshops (179/379/479/579): These are courses designed in specific disciplines to test new curriculum before adopting it as part of an academic program. See “Workshops” for a more complete description of the concept.

Acceptable for Credit: This designation identifies the course and unit transferability to the CSU and UC systems.

CSU - accepted towards graduation at all California State University campuses.

UC - accepted towards graduation at all University of California campuses.

UC – Credit limitation - limited number of units accepted towards graduation at all University of California campuses.

UC – Determined after admission - acceptance towards graduation at the UC campus is determined after the student has transferred. Course units may not be applied for the UC 60-unit admission requirement.

Variable Level Courses: The board of trustees has authorized that certain courses may be repeated for credit.

Courses so designated will provide for increasing competency levels of performance. Repeatable courses are designated as AB (one repetition), ABC (two repetitions), or ABCD (three repetitions) as part of the course title. A student attempting to enroll in such a class in excess of the approved repetitions will be prevented from registering in that course. Please check this catalog for identification of variable level courses and the number of times they may be repeated.

Hours: Ordinarily, college classes do not meet every day in the week. The number of class hours and of laboratory hours for each week is indicated in the course description. The schedule of classes will indicate which hours of the day and which days in the week the class is scheduled. This schedule will be available before registration time.

Course Requirements: Course descriptions include skill requirements or recommended levels of preparation as follows:

Prerequisite: Condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or education program. (Skills you must have to take a class without which you are not likely to be successful.) If course work is used to demonstrate current readiness for enrollment, a grade of C or better in such course work is required. If a student believes the prerequisite has been met by other means, an appeal for prerequisite equivalency can be filed with the dean of counseling and matriculation. Deadlines for submission of an appeal are printed in the schedule of classes.

Corequisite: Condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

Advisory: A skill or knowledge that the college has determined to be closely related to success in a particular class. Students are advised that without that skill or knowledge, their chances of success may be significantly reduced.

Limitation on Enrollment: Enrollment is subject to limitations based on reasons of:

1. health and safety; or

2. in cases of intercollegiate competition, honors courses, or public performance courses, allocation of available seats to those students judged most qualified and providing such courses are not core requirements for a major or a general education requirement for which there is no other course available; or one or more sections of a course are limited to a cohort of students when other sections of the same course are available for open enrollment.

Field Trips: Certain courses have field trips scheduled as a regular part of the course. Some of these trips are scheduled for the evening, and some for Saturdays, or other days when the college is not usually in session. These trips are scheduled far enough in advance to give the student ample time in planning. Unless specifically advised otherwise, students are responsible for arranging their own transportation to and from the class site. The district assumes no liability or responsibility neither for the transportation nor for any person driving a personal vehicle who is not an agent of the district.
Grading Options:
- P/NP: pass/no pass
- GR/P/NP: grade or pass/no pass
- GR: letter grade only

Travel Courses: The possibility of offering enriched experiences to students through travel in both the United States and in foreign countries has been recognized by the college, and certain courses may be presented as travel classes during vacation time. Any travel class offered is equivalent to the same offering on campus and the student workload and testing is comparable to that on campus. The college assumes no responsibility for travel expenses, living costs, or incidental expenses incurred by anyone participating in a travel class. Because of enrollment demands, expenses, housing and travel arrangements, and other special considerations, travel classes will be offered only when student interest and other factors make them appropriate.

Semester in which a course is usually offered:
- F = fall only
- S = spring only
- U = summer only
- W = winter only
- FSU = fall, spring, summer
- FS = fall, spring
- SU = spring, summer
- UF = summer, fall
- F1 = fall, odd years
- F2 = fall, even years
- S1 = spring, odd years
- S2 = spring, even years
- A = as needed

ACCOUNTING

100 Survey of Accounting (3)
Three hours weekly. This course is Tech Prep articulated.
Acceptable for credit: CSU
A survey of financial and managerial accounting theory and practice with an emphasis on the user versus preparer perspective. This course is not open to students who have received credit for Accounting 101. (GR/P/NP) (F,S,U)

130 Financial Accounting (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An introduction to the role of financial accounting in business and society and the accounting process. Topics include recognition, measurement, and classification of business events; analyzing and recording financial transactions; conceptual foundation of financial reporting; and the usefulness of financial statements for decision making. This course is not open to students who have received credit for Accounting 121 and/or Accounting 122. (GR) (F,S)

140 Managerial Accounting (3)
Three hours weekly. Prerequisite: Accounting 130.
Acceptable for credit: CSU, UC
Introduces the analysis and techniques for aiding management in planning and controlling decisions, and the use of accounting data for budgeting, cost control, pricing, evaluation of performance and general decision making. This course is not open to students who have received credit for Accounting 123 and/or Accounting 124. (GR) (F,S)

150 Introduction to Accounting Information Systems (3)
Three hours weekly. Prerequisite: Accounting 130.
Acceptable for credit: CSU
An introduction to the development and analysis of accounting information systems including the use of a commercially-used small business accounting management system (QuickBooks). This course is not open to students who have received credit for Accounting 110. (GR) (F,S)

160 Introduction to Financial Statement Analysis (3)
Three hours weekly. Prerequisite: Accounting 130.
Acceptable for credit: CSU
An introduction to the analysis, interpretation, and research of financial statement information. (GR) (F,S)

170 Introduction to Tax Accounting (3)
Three hours weekly.
Acceptable for credit: CSU
A survey of the laws, procedures, returns, and subsidiary schedules involved in the preparation of federal and state personal tax returns. This course meets the continuing education requirements of the California Tax Preparer Program. This course is not open to students who have completed Accounting 305. (GR) (F,S)

317 Bookkeeping 1 (3)
Three hours weekly.
Acceptable for credit: CSU
A study of basic bookkeeping practices using accrual accounting concepts for sole proprietorships, with emphasis on manual techniques of data entry and financial statement preparation. (GR/P/NP) (F)

318 Bookkeeping 2 (3)
Three hours weekly.
Acceptable for credit: CSU
A study of basic bookkeeping practices using accrual accounting concepts for partnerships and merchandising business, with emphasis on manual techniques of data entry and financial statement preparation. (GR/P/NP) (F)

327 Payroll Accounting (3)
Three hours weekly.
A study of payroll computations, payroll record keeping, and the filing of quarterly and annual payroll tax reports. Topics include state disability insurance, unemployment insurance, and income taxes. Introduces, at the federal level, Social Security, unemployment insurance, and income tax and how these taxes affect the employee/employer. (GR/P/NP) (S)

359 Institutes in Accounting (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Training courses focusing on specialized accounting topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. (P/NP) (A)

399 Topics in Accounting (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 399 are not offered on a regular cycle (not within a two-year period). (P/NP) (A)
101 Administration of Justice System (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Presents the history and philosophy of administration of justice in America; recapitulation of the system; identification of the various subsystems, role expectations and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. (GR/P/NP) (F,S)

102 Principles and Procedures of the Justice System (3)
Three hours weekly.
Acceptable for credit: CSU
The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. A past, present, and future exposure to each subsystem procedure from initial entry to final disposition and the relationship each segment maintains with its system members. (GR/P/NP) (S)

103 Concepts of Criminal Law (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Historical development, philosophy of law and constitutional provisions, definitions, classification of crime, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. (GR/P/NP) (F)

104 Legal Aspects of Evidence (3)
Three hours weekly. Advisory: Administration of Justice 103 is strongly recommended.
Acceptable for credit: CSU
Origin, development, philosophy and constitutional basis of evidence, constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. (GR/P/NP) (F)

105 Community Relations (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Exploration of the roles of the administration of justice practitioners and their agencies. Through interaction and study the student will become aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. (GR/P/NP) (S)

111 Criminal Investigation (3)
Three hours weekly.
Acceptable for credit: CSU
Fundamentals of investigation; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; fingerprints, polygraph, and follow-up and case preparation. (GR/P/NP) (F)

179, 379 Workshops in Administration of Justice (1-3)
179 - Acceptable for credit: CSU, UC-Determined after admissions
For course description see "Workshops."

189 ABCD Independent Projects in Administration of Justice (1-3)
Acceptable for credit: CSU, UC-Determined after admissions
For course description see "Independent Projects."

301 Juvenile Procedures (3)
Three hours weekly.
The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. (GR/P/NP) (F)

305 Police Patrol Procedures (3)
Three hours weekly.
A study of the procedures, philosophies and concepts of the police patrol system. It covers the vital areas of patrol preparation, field observation, field interviews, patrol systems, police ethics and professionalism, public service responsibilities, and their relationship to the administration of justice system. (GR/P/NP) (F)

306 Technical Police Report Writing (1.5)
One and one-half hours weekly.
Designed to prepare the student to complete standard police report forms required by the State of California; to prepare field interrogation cards; to identify personal property and physical descriptions of individuals; to identify the corpus delicti of specific State statutes; and to learn use of the 10-code using principles of communication involved in effective writing. (GR/P/NP) (A)

307 Narcotics Investigation (1.5)
One and one-half hours weekly.
Deals with the identification of narcotics offenses as stipulated in the California Penal Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code and Vehicle Code. Included will be surveillance, court testimony, probable cause and court decisions related to the narcotic offender. Special consideration will be given to physical evidence and the Uniform Control Substance Act. (GR/P/NP) (A)

308 Drugs and Drug Dependency (1.5)
One and one-half hours weekly.
An exploration of drugs and drug dependency. This includes classification, signs and symptoms, source, properties, effects, and methods of use. Designed for anyone interested in the subject of drug use and abuse. (GR/P/NP) (A)

315 Introduction to Criminology (3)
Three hours weekly.
Theories of the causes of criminal behavior, focusing on the person and the group; criminal behavior systems; the police behavioral response to criminal activity and its nature and causes. (GR/P/NP) (S)
318 Traffic Collision Investigation (1.5)
Four and one-quarter hours lecture and seven and one-half hours lab weekly. Prerequisite: Administration of Justice 111, 305, 306, and Administration of Justice 320 or 322. Provides field officers with advanced knowledge and skills for investigating traffic collisions. Emphasizes documenting information and evidence at the collision scene. Participants will learn and demonstrate in practical simulations effective procedures for conducting preliminary traffic collision investigations. (GR) (F,S)

320 Basic Law Enforcement Academy (14)
Thirty-eight hours lecture, eight and one-half hours lab weekly. (Seven hundred forty-four hours.) Limitation on Enrollment: Admission by application.
An intensified course designed to satisfy all State of California requirements for basic police recruit training. Presented in an environment of serious study, rigorous physical training, and standard law enforcement disciplinary procedures, the course is open to working peace officers and other interested students. (GR) (F,S)

321 Basic Law Enforcement Academy 1A (7)
Nineteen hours lecture, four hours lab weekly. (Three hundred sixty-eight hours.) Limitation on Enrollment: Admission by application. Advisory: Eligibility for English 101 or English 301.
The first in a two-course sequence designed to satisfy all State of California requirements for basic law enforcement officer training. The academy is presented in an environment of serious study, rigorous physical training, and standard law enforcement disciplinary procedures. (GR) (F)

322 Basic Law Enforcement Academy 1B (7)
Nineteen hours lecture, four and one-half hours lab weekly. (Three hundred seventy-six hours.) Prerequisite: Administration of Justice 321.
A continuation of Administration of Justice 321. Designed to complete the training requirements to satisfy the Basic Law Enforcement Training as established by the California Commission on Peace Officer Standards and Training. Academic, manipulative, and technical training are presented in an environment of serious study, rigorous physical training, and standard law enforcement disciplinary procedures. (GR) (S)

341 ABCD Emergency Vehicle Operations/Non-Law Enforcement (.5)
One-half hour lecture, one-half hour lab weekly.
An emergency vehicle operators course for those working in non-law enforcement public safety disciplines. The student will learn defensive driving and handling techniques in the classroom setting and through field examples. (GR) (F)

356 Crime Scene Investigation (2)
Four and one-quarter hours lecture and seven and one-half hours lab weekly. Prerequisite: Administration of Justice 111, 305, 306, and Administration of Justice 320 or 322.
Provides advanced instruction and hands-on application in photographing, protecting, and processing crime scenes as well as associated physical evidence. (GR) (F,S)

359 ABCD Institutes in Administration of Justice (.5-3)
Lecture and/or lab as required by unit formula. Limitation on Enrollment: State-required minimum professional education to qualify as a fully trained, professional law enforcement officer.
Training courses focusing on specialized administration of justice topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. (GR) (A)

399 ABCD Topics in Administration of Justice (.5-3)
Lecture and/or lab as required by unit formula. Limitation on Enrollment: State-required minimum professional education to qualify as a fully trained, professional law enforcement officer.
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 399 are not offered on a regular cycle (not within a two-year period). (GR) (A)

421 Complaint Dispatcher (4.5)
One hundred twenty hours. Emphasizes the responsibilities and tasks of the public safety dispatcher in law enforcement and fire agencies. Students learn and demonstrate in practical simulations acceptable telephone and radio procedures as well as effective decision-making. (GR) (F,S)

424 PC 832 Arrest (2.5)
Forty weekly hours (one week).
This course is a survey of the laws of arrest, search and seizure, and use of force. Course includes skill development and assessment of physical arrest and control methods. Meets all requirements for certification under California Penal Code section 832 in laws and methods of arrest for limited function peace officers and other public officers as required by statute. (GR) (F,S,U)

425 PC 832 Firearms (1.5)
Twenty-four weekly hours (one week).
This course is a basic knowledge and skills course in firearms for peace officers newly assigned to carry a firearm in the course of their duties. Course includes skill development and assessment of fundamentals of shooting, firearms nomenclature, maintenance, and safety. Meets requirements for certification under California Penal Code section 832 for limited function peace officers to carry and use firearms as required by statute. Presented over three consecutive days including two full days on a local firing range. (GR) (F,S,U)

440 Advanced Driving I (.5)
Eight weekly hours (one week).
This course is designed to improve basic driving skills to include defensive driving techniques, collision avoidance, slow speed precision driving maneuvers and driving maneuvers and driving simulator practice. (GR) (F,S)

441 Advanced Driving II (.5)
Eight weekly hours (one week).
Prerequisite: AJ 440. This course is designed to reinforce basic driving skills in addition to advanced simulator training and vehicle control techniques to include skid control, braking, acceleration and turning. (GR) (F,S)
480 Women in Public Safety Careers (3)
Two hours lecture, three hours lab weekly.
This course is designed to prepare women for successful completion of a Public Safety Basic academy in Law Enforcement, Fire Technology or Emergency Medical Services. This course will focus on physical, academic, emotional and psychological preparation. (GR/P/NP) (F,S)

AGRIBUSINESS

101 Introduction to Winemaking/Enology (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An examination of enology (winemaking) including history, grape growing, chemistry, wine microorganisms, fermentation, winemaking operations, cooperage, physiology and sociology of wine, and health and legal issues. (GR/P/NP) (F,S)

102 Introduction to Viticulture (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An introduction to viticulture including grape growing, biology, anatomy, history, distribution, propagation, varieties, vineyard location, oak aging, and storage conditions. Participants will survey and evaluate commercial wine styles. (GR/P/NP) (F,S)

103 Sensory Evaluation of Wine (3)
Three hours weekly. Limitation on Enrollment: must be 21 years of age or older.
Acceptable for credit: CSU
An exploration of the principles of sensory wine evaluation. Demonstrates how wine quality is affected by climate, viticulture practices, production techniques, grape varieties, vineyard location, oak aging, and storage conditions. Participants will survey and evaluate commercial wine styles. (GR/P/NP) (F,S)

104 Advanced Sensory Evaluation of Wine (3)
Three hours weekly. Prerequisite: Agribusiness 103. Limitation on Enrollment: must be 21 years of age or older.
Acceptable for credit: CSU
An investigation of Bordeaux, Burgundian, and Rhone varieties from regions where they occur worldwide -- France, USA, Chile, Italy, Australia, New Zealand, and Germany. Focuses on geography/soils, enological considerations, viticulture practices, wine production techniques and styles produced. (GR/P/NP) (S)

105 Wine Marketing and Sales (3)
Three hours weekly.
Acceptable for credit: CSU
An introductory overview of the wine industry, production, planning, marketing channels, advertising, promotion, packaging, pricing, retail/wholesale distribution, and public relations. (GR/P/NP) (A)

106 Winery Organization (3)
Three hours weekly. Prerequisite: Agribusiness 101.
Acceptable for credit: CSU
Presents the many aspects of operating a small to medium-sized winery in today's business environment. Topics include an overview of the California grape and wine industry, government compliance, financial planning (capital and operating budgets), grape supply options, grape contracts, winery design and systems, quality control, sales planning, packaging, as well as marketing and distribution options. (GR/P/NP) (F,S)

111 Global Positioning Systems (GPS) (1)
Six hours weekly (three weeks).
Acceptable for credit: CSU
An introduction to satellite navigation and location using the U.S. global positioning system, NAVSTAR. Topics include fundamentals of cartography (map reading and navigation, map scale, projections and coordinate systems), how satellites can be used to determine accurate location, collection of field location data using a variety of GPS receivers, and entry and display of locational data in a geographic information system (GIS). This course is not open to students who are enrolled in or have received credit for Geographic Information Systems 111. (GR/P/NP) (F)

112 Fundamentals of Mapping with GIS (3)
Acceptable for credit: CSU
An introduction to mapping sciences with a primary focus on GIS. Includes the history, structure, uses, hardware and software requirements as well as the basic operation of GIS. Other geographic technologies (aerial photography, remote sensing and global positioning systems) as they relate to GIS are examined. Recommended for those who use or anticipate using any of the many types of data that can be mapped. This course is not open to students who are enrolled in or have received credit for Geographic Information Systems 112. (GR/P/NP) (F,S)

120 Viticulture Operations 1 (3)
Two hours lecture, three hours lab weekly. Advisory: Agribusiness 102.
Acceptable for credit: CSU
Vineyard practices for the fall and winter seasons, including harvest, pruning, fertilization, weed control, erosion control, and propagation. Laboratory work will stress practical applications of viticulture theory. Operations in commercial vineyards will be studied through field trips. (GR/P/NP) (F)

121 Viticulture Operations 2 (3)
Two hours lecture, three hours lab weekly. Advisory: Agribusiness 102.
Acceptable for credit: CSU
Vineyard practices for the spring and summer seasons including cultivation, frost control, planting, training, irrigation, disease, and pest control. Laboratory work will stress practical applications of viticulture theory. Operations in commercial vineyards will be studied through field trips. (GR/P/NP) (S)
122 Viticulture Operations 3 (1)
One hour lecture, four hours lab weekly (eight weeks). Advisory: Agribusiness 121.

Acceptable for credit: CSU

Vineyard practices for the summer season including canopy management, crop load assessment and adjustment, pest and disease monitoring and management, weed control, irrigation, and grape quality improvement techniques. (GR/P/NP) (U)

125 Soils and Plant Nutrition (4)
Three hours lecture, three hours lab weekly. Advisory: Chemistry 120.

Acceptable for credit: CSU, UC

A study of the physical, chemical, and biological properties of soils, including plant nutrition and factors affecting the availability of nutrients. Composition, value, use and application of fertilizer materials and soil amendments will be covered. (GR/P/NP) (F,S)

130 Integrated Pest Management for Grapes (4)
Three hours lecture, three hours lab weekly. Prerequisite: Agribusiness 102.

Acceptable for credit: CSU

A study of the various pests and diseases found in the Central Coast wine grape vineyards, emphasizing pest and disease identification, sampling and monitoring techniques, and control methods. Integrated pest management approaches will be emphasized, including the latest bio-control strategies, biotechnological advances, and disease modeling for risk management. Students will visit local vineyards, providing "hands-on" learning opportunities. (GR/P/NP) (A)

135 Grapevine Physiology (1)
Eight hours weekly (two weeks). Advisory: Agribusiness 102.

Acceptable for credit: CSU

An advanced study of grapevine physiology and phenology. Topics include vine balance, flowering and fruit set, stages of berry growth and vine water status. This course is designed for those working in the wine grape industry and already familiar with vineyard operations. (GR/P/NP) (A)

140 Viticulture Operations 4 (3)
Two hours lecture, three hours lab weekly. Advisory: Agribusiness 120.

Acceptable for credit: CSU

Advanced vineyard practices for the fall season including crop projection, grape quality assessment, grape maturity monitoring, harvest coordination, post-harvest practices, and budgeting. Management planning and financial aspects of the operations are emphasized. (GR/P/NP) (F)

141 Viticulture Operations 5 (3)
Two hours lecture, three hours lab weekly. Advisory: Agribusiness 121.

Acceptable for credit: CSU

Advanced vineyard practices for the winter and spring seasons including vine balance determination, pruning, cover crop management, frost protection, vine training, vineyard research trials, and budgeting. Management planning and financial aspects of the operations are emphasized. (GR/P/NP) (S)

142 Viticulture Operations 6 (1)
One hour lecture, four hours lab weekly (eight weeks). Advisory: Agribusiness 122.

Acceptable for credit: CSU

Advanced vineyard practices for the summer season including equipment operation and maintenance, vine training, vineyard research trials, and budgeting. Management planning and financial aspects of the operations are emphasized. (GR/P/NP) (U)

151 Winery Equipment (2)
Sixteen hours weekly (two weeks). Prerequisite: Completion of or concurrent enrollment in Agribusiness 101.

Acceptable for credit: CSU

Presents all aspects of winery equipment; function, use, location, safe operation and repair. A strong emphasis is placed on safety and legal compliance. Production, storage and packaging equipment are included. (GR/P/NP) (F)

159, 359 Institutes in Agribusiness (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.

159 - Acceptable for credit: CSU, UC-Determined after admission

Training courses focusing on specialized agribusiness topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. See the current schedule of classes for topics being offered. (GR/P/NP) (A)

179, 379 Workshops in Agribusiness (.5-10)

179 - Acceptable for credit: CSU, UC-Determined after admissions

For course description see "Workshops."

189 ABCD Independent Projects in Agribusiness (1-3)

Acceptable for credit: CSU, UC, UC-Determined after admission

For course description see "Independent Projects."

199, 399 Topics in Agribusiness (.5-3)

199 - Acceptable for credit: CSU, UC-Determined after admission

Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.

Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified by these numbers are not offered on a regular cycle (not within a two-year period). (GR/P/NP) (A)

301 Pairing Wine and Food (.5)

One-half hour lecture, one-half hour lab weekly. Limitation on Enrollment: must be 21 years of age or older.

Designed to familiarize students with the components of tasting wine and food, to develop wine evaluation techniques, and to pair wines with appropriate food. (GR/P/NP) (F,S,U)
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
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<tbody>
<tr>
<td>302</td>
<td>Advanced Pairing Wine and Food (.5)</td>
<td>One-half hour lecture, one-half hour lab weekly. Prerequisite: Agribusiness 301. Limitation on Enrollment: must be 21 years of age or older. An advanced study of the components of tasting wine and food. (GR/P/NP) (F,S,U)</td>
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<tr>
<td>303</td>
<td>Epicurean Wine and Food (.5)</td>
<td>One-half hour lecture, one-half hour lab weekly. Prerequisite: Agribusiness 302. Limitation on Enrollment: must be 21 years of age or older. Designed for advanced students wishing to expand their knowledge of wine and food pairings. Focuses on European as well as California wines with appropriate regional food. (GR/P/NP) (F,S,U)</td>
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</tr>
<tr>
<td>304</td>
<td>Dessert Wine and Food Pairing (.5)</td>
<td>One-half hour lecture, one-half hour lab weekly. Prerequisite: Agribusiness 303. Limitation on Enrollment: must be 21 years of age or older. Designed for advanced students wishing to expand their knowledge of specific wine and dessert pairings. Championships, sparkling wines, and a variety of dessert wines (ports, sherries, Madiera) will be presented. (GR/P/NP) (F,S,U)</td>
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<tr>
<td>305</td>
<td>Pairing the Wines and Foods of Provence (.5)</td>
<td>One-half hour lecture, one-half hour lab weekly. Prerequisite: Agribusiness 303. Limitation on Enrollment: must be 21 years of age or older. Designed for advanced students wishing to expand their knowledge of wine and food pairings. Focuses on the distinctive foods and wines of the Provence region in southern France. (GR/P/NP) (F,S,U)</td>
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<tr>
<td>306</td>
<td>Pairing the Wines and Foods of Tuscany (.5)</td>
<td>One-half hour lecture, one-half hour lab weekly. Prerequisite: Agribusiness 303. Limitation on Enrollment: must be 21 years of age or older. Designed for advanced students wishing to expand their knowledge of specific wine and food pairings. Focuses on the distinctive foods and wines of the Tuscan region in northern Italy. (GR/P/NP) (F,S,U)</td>
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<tr>
<td>307</td>
<td>Vineyard Irrigation (3)</td>
<td>Three hours weekly. Students will receive a general background in vineyard irrigation water management, including theory and practical lectures. Vineyard water stress monitoring, ETo, crop coefficients and drip irrigation topics will be covered. (GR/P/NP) (F,S,U)</td>
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<tr>
<td>308</td>
<td>Wine Analysis (3)</td>
<td>Three hours weekly. Students will receive a general background in wine analysis with theory and demonstrations. Most common and important wine analysis in current winemaking industry settings will be practiced in teams providing hands on experience. (GR/P/NP) (S)</td>
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<tr>
<td>310</td>
<td>Basic Winemaking 1 (2)</td>
<td>Two hours lecture, four hours lab weekly (eight weeks). Advisory: Agribusiness 101. Limitation on Enrollment: must be 21 years of age or older. The first course in a two-semester sequence, students are introduced to winemaking from grape harvest through bottling. (GR/P/NP) (F)</td>
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<tr>
<td>311</td>
<td>Basic Winemaking 2 (2)</td>
<td>Two hours lecture, one and one-half hours lab weekly plus 15 hours by arrangement (twelve weeks). Prerequisite: Agribusiness 310. Advisory: Agribusiness 101. Limitation on Enrollment: must be 21 years of age or older. The second course in a two-semester sequence, students will chemically analyze, fine, and bottle the red and white wines that were fermented in the previous semester. (GR/P/NP) (S)</td>
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<tr>
<td>312</td>
<td>Viticulture II (3)</td>
<td>Three hours weekly. This class prepares students to understand and make decisions for the viticultural process including canopy management, frost protection, specific deficit irrigation, morphology and physiology of the grapevine. (GR/P/NP) (S)</td>
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<tr>
<td>314</td>
<td>Organic/Biodynamic Wine (3)</td>
<td>Three hours weekly. Introduction to professional organic and biodynamic wine grape production with ecological production methods. Theory and practice with an emphasis on regional growing conditions. Includes appropriate planting, maintenance, soil fertility, biodiversity, and ecological pest management as well as winery practices. Cost analysis of alternatives is explored. (GR/P/NP) (S)</td>
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<tr>
<td>320</td>
<td>Wine Tasting Room Sales (1.5)</td>
<td>Three hours weekly (eight weeks). Presents all aspects of wine tasting room service and sales. Cellar clubs, selling techniques, wine vocabulary, and the laws and regulations of serving wine in California will be covered. Legalities of shipping wine interstate and the various means of wine shipment are discussed. (GR/P/NP) (S,U)</td>
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<tr>
<td>360</td>
<td>Advances in Viticulture (.5)</td>
<td>One-half hour weekly. Advisory: Agribusiness 102. Provides an opportunity for critical evaluation and discussion of selected viticultural research papers. Study of peer-review journals is intended to broaden the educational experience beyond the textbook and increase understanding in the areas of vineyard practices and fruit quality. (GR/P/NP) (F,S)</td>
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<tr>
<td>361</td>
<td>Advances in Enology (.5)</td>
<td>One-half hour weekly. Advisory: Agribusiness 101. Provides an opportunity for critical evaluation and discussion of selected enological research papers. Study of peer-review journals is intended to broaden the educational experience beyond the textbook and increase understanding in the areas of enological practices and wine quality. (GR/P/NP) (F,S)</td>
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**Anthropology**

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<th>Course Code</th>
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<tbody>
<tr>
<td>101</td>
<td>Introduction to Physical Anthropology (3)</td>
<td>Three hours weekly. Acceptable for credit: CSU, UC An introductory exploration to the history of evolutionary thought, the biological basis of life, genetics, population biology, modern human variation, paleontology, primatology, and hominid evolution. Concurrent enrollment in Anthropology 110 is encouraged. (GR/P/NP) (F,S,U)</td>
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</tbody>
</table>
102 Introduction to Cultural Anthropology (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A study of human cultural variation and diversity. Topics include types of anthropological research, similarities, and differences in human behavior, social institutions, and life styles. (GR/P/NP) (F,S,U)

103 Introduction to Archaeology (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An introduction to human prehistory including major cultural developments and themes of the prehistoric past. Topics include fundamental principles of archaeology and human prehistory from earliest times up to the development of literate civilizations. Scientific methods used by archaeologists will also be covered. (GR/P/NP) (S2)

105 Language and Culture (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An introduction to the study of language and communication in relation to culture. Focus is on the structure, function, and history of language as well as the social, symbolic and practical uses of language. Linguistic concepts, methodologies, and theoretical assumptions will be explored. Topics include language in everyday life and ritual events, socialization, multilingualism, miscommunication, and art-making as cultural activity. This course is not open to students who are enrolled in or have received credit for English 105. (GR/P/NP) (F,S)

110 Physical/Biological Anthropology Lab (1)
Three hours lab weekly. Corequisite: Anthropology 101 or completion of Anthropology 101 within the last two years.
Acceptable for credit: CSU, UC
An introductory exploration of micro-macro evolutionary theory, genetics, anthropometric techniques, primatology, human osteology, and the paleoanthropological fossil record. Students will become familiar with the materials and techniques of physical anthropology by focusing on human variation and evolution. (GR/P/NP) (F,S,U)

122 States of Consciousness: A Multidisciplinary Exploration (3)
Three hours weekly.
Acceptable for credit: CSU
An exploration of different states of consciousness, the means of attaining those states, their uses, misuses, and consequences. Topics include theories of consciousness, substance use and abuse, sleep, dreams, hypnosis, dissociation, out-of-body states, near-death experiences, psychic and paranormal phenomena, religious ecstasy and conversion, alternative religions, meditation, and prayer, culture-bound syndromes, non-Western methods of altering consciousness, and peak experiences. This course is not open to students who are enrolled in or who have received credit for Psychology 122 or Human Services 122. (GR) (F,S)

179, 379 Workshops in Anthropology (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

199 Topics in Anthropology (.5-3)
Acceptable for credit: CSU, UC-Determined after admission
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course. Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (GR/P/NP) (A)

APPRENTICESHIP TRAINING

The primary objective of the apprenticeship program is to train workers in skilled occupations to meet the needs of the industry. The program is open to all individuals 18 years of age or older without regard to race, color, religion, national origin or sex.

Applications, or information concerning applications, may be obtained from the office of Resource Development.

The major training received by an apprentice is on the job working for a signatory contractor or employer. Therefore, enrollment in all courses listed under Apprenticeship Training is limited to indentured apprentices and qualified applicants.

481 AH Electricity (3)
One and one-half hours lecture, four and one-half hours lab weekly in related trade theory. Prerequisite: Registration is limited to indentured apprentices and those awaiting indenture.
Provides classroom theory directly related to skills performed at the work site, including tools and equipment, electrical principles and applications to basic AC-DC circuitry, motors, generators, controls, transformers, electrical codes and ordinances, related mathematics and drawing, and safety practices. (GR) (F,S)

484 AJ Plumbing (3)
One and one-half hours lecture, four and one-half hours lab weekly in related trade theory. Prerequisite: Registration is limited to indentured apprentices and those awaiting indenture.
Provides classroom theory directly related to skills performed at the work site, including tools and equipment, materials, fixtures, layout, installation practices, blueprint reading, related mathematics, laws and regulations, safety practices, and employer-employee relations. (GR) (F,S)

486 AH Operating Engineers (3)
One and one-half hours lecture, four and one-half hours lab weekly in related trade theory. Prerequisite: Registration is limited to indentured apprentices and those awaiting indenture.
Provides classroom theory directly related to skills performed at the work site, including the repair and operation of heavy-duty equipment, related mathematics, and science, particularly as they pertain to the electrical and hydraulic systems, and first aid and safety practices. The total program is designed for specialization in heavy duty mechanics. (GR) (F,S)
### Architecture

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credits</th>
<th>Hours</th>
<th>Prerequisites</th>
<th>Acceptable Credit:</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>111</td>
<td>Architectural Graphics (3)</td>
<td>Two hours lecture, four hours lab weekly. Acceptable for credit: CSU, UC. Covers the basic techniques of architectural graphics, including orthographic, paraline, and mechanical perspectives with shades and shadows. (GR/P/NP) (S)</td>
<td>3</td>
<td>6</td>
<td>111</td>
<td>CSU, UC</td>
<td></td>
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<tr>
<td>112</td>
<td>Architectural Delineation (3)</td>
<td>Two hours lecture, four hours lab weekly. Prerequisite: Architecture 111. The study of three-dimensional representations using various media to render architectural designs. (GR/P/NP)</td>
<td>3</td>
<td>6</td>
<td></td>
<td>CSU, UC</td>
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<tr>
<td>112</td>
<td>Architectural Drawing 1 (4)</td>
<td>Two hours lecture, six hours lab weekly. Acceptable for credit: CSU. The first course in a two-semester sequence that prepares the student to enter the construction field as a drafter. Emphasizes the planning and development of a set of residential plans that may be submitted for plan check approval. The first semester presents an overview of planning and building, particularly plans and schedules. (GR/P/NP) (S)</td>
<td>4</td>
<td>12</td>
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<td>CSU</td>
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<tr>
<td>112</td>
<td>Architectural Drawing 2 (4)</td>
<td>Two hours lecture, six hours lab weekly. Acceptable for credit: CSU. The second course in a two-semester sequence that prepares the student to enter the construction field as a drafter. Emphasizes the planning and development of a set of residential plans that may be submitted for plan check approval. The second semester covers structural details, energy, and mechanical requirements, and a study of fire resistant materials and finishes. (GR/P/NP) (F)</td>
<td>4</td>
<td>12</td>
<td></td>
<td>CSU</td>
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<tr>
<td>131</td>
<td>Materials of Construction 1 (3)</td>
<td>Three hours weekly. Advisory: Concurrent enrollment in Architecture 121 is recommended. Acceptable for credit: CSU. A general survey of the components, materials, types, and methods of building construction; terminology as applied to codes, foundations, concrete, light frame wood, heavy timber, soils, and the structural elements. This course is strongly recommended for those who are entering the construction industry. (GR/P/NP) (A)</td>
<td>3</td>
<td>6</td>
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<td>CSU</td>
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<tr>
<td>160</td>
<td>Digital Tools in Architecture (3)</td>
<td>Two hours lecture, three hours lab weekly. Advisory: Architecture 111. Acceptable for credit: CSU. Introduces computer design and presentation skills for architecture students. Topics include image editing, page layout and 3D modeling. This course is not open to students who are enrolled in or have received credit for Engineering Technology 160. (GR/P/NP) (A)</td>
<td>3</td>
<td>6</td>
<td></td>
<td>CSU</td>
<td></td>
</tr>
<tr>
<td>179, 379</td>
<td>Workshops in Architecture (.5-10)</td>
<td>179 - Acceptable for credit: CSU, UC-Determined after admissions For course description see &quot;Workshops.&quot;</td>
<td></td>
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</tr>
</tbody>
</table>

### Art

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credits</th>
<th>Hours</th>
<th>Prerequisites</th>
<th>Acceptable Credit:</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Art Appreciation (3)</td>
<td>Three hours weekly. Acceptable for credit: CSU, UC. A study of the visual arts as an expression of thought and culture. (GR/P/NP) (F,S)</td>
<td>3</td>
<td>6</td>
<td></td>
<td>CSU, UC</td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>Art History Survey - Ancient to Medieval (3)</td>
<td>Three hours weekly. Acceptable for credit: CSU, UC. A survey of painting, sculpture, and architecture in the western world from the Paleolithic through the Gothic period. (GR/P/NP) (F)</td>
<td>3</td>
<td>6</td>
<td></td>
<td>CSU, UC</td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>Art History Survey - Renaissance to Modern (3)</td>
<td>Three hours weekly. Advisory: Art 103 is recommended. Acceptable for credit: CSU, UC. A survey of painting, sculpture, and architecture in the western world from Renaissance to modern times. (GR/P/NP) (S)</td>
<td>3</td>
<td>6</td>
<td></td>
<td>CSU, UC</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Art History Survey - Art of Mexico (3)</td>
<td>Three hours weekly. Acceptable for credit: CSU, UC. A survey of the art of Mesoamerica, tracing the cultural development of the Valley of Mexico and the Yucatan Peninsula from the earliest archaeological findings to the present time. (GR/P/NP) (A)</td>
<td>3</td>
<td>6</td>
<td></td>
<td>CSU, UC</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>Art of the 20th Century (3)</td>
<td>Three hours weekly. Advisory: Art 103 and 104. Acceptable for credit: CSU, UC. A survey of art of the 20th century including its roots in the 19th century. Topics include the investigation of appropriation from a global perspective, alternative art markets, and the impact of multiculturalism on content, subject matter, and the studio process. A variety of media are covered such as architecture, painting, sculpture, film, photography, and the digital arts. (GR/P/NP) (A)</td>
<td>3</td>
<td>6</td>
<td></td>
<td>CSU</td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>AB Computer Fine Art (3)</td>
<td>Two hours lecture, four hours lab weekly. Acceptable for credit: CSU. An examination of the styles and techniques of computer fine art. (GR/P/NP)</td>
<td>3</td>
<td>6</td>
<td></td>
<td>CSU</td>
<td></td>
</tr>
</tbody>
</table>
108 Design 1 on the Computer (3)
Two hours lecture, four hours lab weekly.
Acceptable for credit: CSU
A basic study of visual design elements and principles, using the computer. This course is not open to students who are enrolled in or have received credit for Graphics 108.
(Gr/P/NP) (F,S)

109 Art History Survey-American Art (3)
Three weekly hours.
A comprehensive survey of the rich cultural diversity of American art from Colonial times to the present. Major artists and styles will be studied in the context of American culture.
(Gr/P/NP) (F,S)

110 Design 1 (3)
Two hours lecture, four hours lab weekly.
Acceptable for credit: CSU, UC
An introduction to the elements and principles of design.
(Gr/P/NP) (F,S)

112 Design Color Theory (3)
Two hours lecture, four hours lab weekly. Prerequisite: Art 110 or Art/Graphics 108.
Acceptable for credit: CSU, UC
An intensive study and application of color theory. (Gr/P/NP) (S2)

113 Three Dimensional Design (3)
Two hours lecture, four hours lab weekly. Prerequisite: Art 110.
Acceptable for credit: CSU, UC
Investigates a series of spatial design problems as they might apply to professional fields, including architecture, interior design, display, and sculpture. (Gr/P/NP) (A)

115 Introduction to Animation (3)
Two hours lecture, four hours lab weekly.
Acceptable for credit: CSU
An introduction to animation production including classical character animation and nontraditional techniques. This course is not open to students who are enrolled in or have received credit for Multimedia Arts and Communication 115.
(Gr/P/NP) (F)

120 Drawing 1 (3)
Two hours lecture, four hours lab weekly.
Acceptable for credit: CSU, UC
An exploration of freehand drawing using a variety of drawing media, with emphasis on two and three-dimensional spatial composition. (Gr/P/NP) (F,S,U)

121 AB Drawing 2 (3)
Two hours lecture, four hours lab weekly. Prerequisite: Art 120.
Acceptable for credit: CSU, UC
A continuation of Art 120 with greater emphasis on pictorial composition, style, and color drawing techniques. (Gr/P/NP) (S)

122 AB Life Drawing 1 (3)
Two hour lecture, four hours lab weekly. Prerequisite: Art 120.
Acceptable for credit: CSU, UC
A fundamental course in the study of the human figure including anatomy, form, movement, and composition. (Gr/P/NP) (A)

123 AB Life Drawing 2 (3)
Two hours lecture, four hours lab weekly. Prerequisite: Art 122.
Acceptable for credit: CSU, UC
A continuation of life drawing in the study of the human figure. (Gr/P/NP) (A)

125 AB Painting in Acrylics 1 (3)
Two hours lecture, four hours lab weekly. Advisory: Art 110 and Art 120 are recommended.
Acceptable for credit: CSU, UC
A study of acrylic painting techniques. (Gr/P/NP) (A)

126 AB Painting in Acrylics 2 (3)
Two hours lecture, four hours lab weekly. Prerequisite: Art 125.
Acceptable for credit: CSU, UC
An intermediate course with emphasis on the development of an individual style in acrylic painting. (Gr/P/NP) (A)

127 AB Painting in Watercolor 1 (3)
Two hours lecture, four hours lab weekly. Advisory: Art 110 and Art 120 are recommended.
Acceptable for credit: CSU, UC
A study of watercolor techniques. (Gr/P/NP) (A)

128 AB Painting in Watercolor 2 (3)
Two hours lecture, four hours lab weekly. Prerequisite: Art 127.
Acceptable for credit: CSU, UC
An intermediate course with emphasis on the development of an individual style in watercolor painting. (Gr/P/NP) (A)

129 AB Painting in Oils 1 (3)
Two hours lecture, four hours lab weekly. Advisory: Art 110 and Art 120 are recommended.
Acceptable for credit: CSU, UC
A study of oil painting techniques. (Gr/P/NP) (A)

130 AB Painting in Oils 2 (3)
Two hours lecture, four hours lab weekly. Prerequisite: Art 129.
Acceptable for credit: CSU, UC
An intermediate course with an emphasis on the development of an individual style in oil painting. (Gr/P/NP) (A)

131 ABCD Portraits (1.5)
One hour lecture, two hours lab weekly. Advisory: Art 120.
Acceptable for credit: CSU, UC
A study of portrait drawing and painting. (Gr/P/NP) (F,S)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Schedule Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>132</td>
<td>ABCD Landscape</td>
<td>(1.5)</td>
<td>One hour lecture, two hours lab weekly.                                                                -----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: CSU, UC</td>
<td></td>
<td>An examination of the styles and techniques of landscape painting and drawing. (GR/P/NP) (F,S)</td>
</tr>
<tr>
<td>159</td>
<td>Institutes in Art</td>
<td>(.5-3)</td>
<td>Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.</td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: CSU, UC-Determined after admission</td>
<td></td>
<td>Training courses focusing on specialized art topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. See the current schedule of classes for topics being offered. (GR/P/NP) (F,S)</td>
</tr>
<tr>
<td>160</td>
<td>AB Ceramics 1</td>
<td>(3)</td>
<td>Two hours lecture, four hours lab weekly.                                                                -----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: CSU, UC</td>
<td></td>
<td>An introduction to low fire clay and glaze processes, using handbuilding forming techniques. (GR/P/NP) (F,S)</td>
</tr>
<tr>
<td>161</td>
<td>Ceramics 2</td>
<td>(3)</td>
<td>Two hours lecture, four hours lab weekly. Prerequisite: Art 160.</td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: CSU, UC</td>
<td></td>
<td>A continuation of Art 160, including introduction to the potters wheel, mold making, slip casting, and the extruder. Decorating techniques and all work continue in the low fire temperature range. (GR/P/NP) (F,S)</td>
</tr>
<tr>
<td>162</td>
<td>Ceramics 3</td>
<td>(3)</td>
<td>Two hours lecture, four hours lab weekly. Prerequisite: Art 161.</td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: CSU, UC</td>
<td></td>
<td>Advanced study in ceramics, including an introduction to reduction fired stoneware clay, glazes, and decorating techniques. (GR/P/NP) (F,S)</td>
</tr>
<tr>
<td>163</td>
<td>Ceramics Workshop</td>
<td>(3)</td>
<td>Two hours lecture, four hours lab weekly. Advisory: Art 162.</td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: CSU, UC</td>
<td></td>
<td>A continuation of Art 162 with individualized assignments. (GR/P/NP) (F,S)</td>
</tr>
<tr>
<td>164</td>
<td>AB Sculpture 1</td>
<td>(3)</td>
<td>Two hours lecture, four hours lab weekly.                                                                -----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: CSU, UC</td>
<td></td>
<td>A basic exploratory course in sculpture techniques and materials. (GR/P/NP) (A)</td>
</tr>
<tr>
<td>165</td>
<td>AB Sculpture 2</td>
<td>(3)</td>
<td>Two hours lecture, four hours lab weekly. Prerequisite: Art 164.</td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: CSU, UC</td>
<td></td>
<td>A continuation of Art 164 with an emphasis on the development of an individual style using various sculpture materials and techniques. (GR/P/NP) (A)</td>
</tr>
<tr>
<td>179, 379</td>
<td>Workshops in Art</td>
<td>(.5-10)</td>
<td>179 - Acceptable for credit: CSU, UC-Determined after admission For course description see &quot;Workshops.&quot;</td>
</tr>
<tr>
<td>189</td>
<td>ABCD Independent Projects in Art</td>
<td>(1-3)</td>
<td>For course description see &quot;Independent Projects.&quot;</td>
</tr>
<tr>
<td>199</td>
<td>Topics in Art</td>
<td>(.5-3)</td>
<td>Acceptable for credit: CSU, UC-Determined after admission</td>
</tr>
<tr>
<td></td>
<td>Acceptable for credit: CSU, UC-Determined after admission</td>
<td></td>
<td>Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course. Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (GR/P/NP) (A)</td>
</tr>
<tr>
<td>380</td>
<td>ABCD Art Lab (Ceramics)</td>
<td>(.5)</td>
<td>One and one-half hours weekly. Corequisite: Art 160 or 161 or 162 or 163 or 159 as related to ceramics or 199 as related to ceramics.</td>
</tr>
<tr>
<td></td>
<td>A continuation of Art 160, including introduction to the potters wheel, mold making, slip casting, and the extruder. Decorating techniques and all work continue in the low fire temperature range. (GR/P/NP) (F,S)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>381</td>
<td>ABCD Art Lab (Ceramics)</td>
<td>(1)</td>
<td>Three hours lab weekly. Corequisite: Art 160 or 161 or 162 or 163 or 159 as related to ceramics or 199 as related to ceramics.</td>
</tr>
<tr>
<td></td>
<td>A continuation of Art 160, including introduction to the potters wheel, mold making, slip casting, and the extruder. Decorating techniques and all work continue in the low fire temperature range. (GR/P/NP) (F,S)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>382</td>
<td>ABCD Art Lab (Sculpture)</td>
<td>(.5)</td>
<td>One and one-half hours lab weekly. Corequisite: Art 164 or 165.</td>
</tr>
<tr>
<td></td>
<td>A basic exploratory course in sculpture techniques and materials. (GR/P/NP) (A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>383</td>
<td>ABCD Art Lab (Sculpture)</td>
<td>(1)</td>
<td>Three hours lab weekly. Corequisite: Art 164 or 165. An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may enroll for any combination of Art 382 and Art 383 for a total of four semesters. Students may not be concurrently enrolled in Art 382 and Art 383. (P/NP) (F,S)</td>
</tr>
<tr>
<td>100</td>
<td>Elementary Astronomy</td>
<td>(3)</td>
<td>Three hours weekly. A survey course introducing the general principles and fundamental facts of astronomy. (GR/P/NP) (F,S)</td>
</tr>
</tbody>
</table>
179 Workshops in Astronomy (.5-10)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

189 ABCD Independent Projects in Astronomy (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

ATHLETIC TRAINING

104 Care and Prevention of Athletic Injuries (3)
Three hours lecture, one hour lab weekly. Advisory: Previous biology course is recommended.
Acceptable for credit: CSU, UC
Designed for prospective coaches, athletic trainers, health and physical educators as an aid in the recognition, evaluation and care of athletic injuries. Emphasizes techniques in taping, prevention, and rehabilitation of injuries. (GR/P/NP) (F,S)

AUTO BODY TECHNOLOGY

330 Print Reading and Interpretation (3)
Three hours weekly.
Prepares students to read engineering drawings and specifications and to enable them to understand the intent of the engineer by interpreting the relationship of two-dimensional drawings with respect to actual objects or projects. This course is not open to students who are enrolled in or have received credit for, Automotive Technology 330, Engineering Technology 330, or Machine Technology 330. (GR/P/NP) (A)

351 Auto Body - Metal (3)
Two hours lecture, four hours lab weekly.
Designed to give the student a basic knowledge of automotive body work, including the essentials of metal collision repair. (GR/P/NP) (F,S)

353 Auto Body - Repair (3)
Two hours lecture, four hours lab weekly. Prerequisite: Auto Body 351.
Designed to cover the major areas of body and frame straightening and aligning, as well as trims, glass, and fiberglass. Attention is given to blend painting of damaged areas. (GR/P/NP) (S)

354 ABCD Selected Auto Body Paint Projects (1)
Three hours lab weekly. Prerequisite: Auto Body 356.
Projects selected by the student upon the recommendation of any faculty member and developed under the direct counseling and guidance of the instructional staff in the auto body technology disciplines. All work is completed within the auto body facilities under the direct supervision of the responsible instructor. The student must have the basic knowledge of painting techniques to complete the project. (GR/P/NP) (A)

355 ABCD Selected Auto Body Metal Projects (1)
Three hours lab weekly. Prerequisite: Auto Body 351.
Projects selected by the student upon the recommendation of any faculty member and developed under the direct counseling and guidance of the instructional staff in the auto body technology discipline. All work is completed within the auto body facilities under the direct supervision of the responsible instructor. The student must have the basic knowledge of auto body metal repair/refinishing techniques to complete the project. (GR/P/NP) (A)

356 Automotive Painting Techniques (3)
Two hours lecture, four hours lab weekly.
A study of automotive painting techniques, including the preparation of materials, types of equipment, characteristics of paints, and techniques of paint application. (GR/P/NP) (F)

358 Automotive Refinishing (3)
Two hours lecture, four hours lab weekly. Prerequisite: Auto Body 356.
The application of prepping, masking, painting, and detailing materials in automotive refinishing. (GR/P/NP) (S)

360 Collision and Painting Repairs (5)
Three hours lecture, six hours lab weekly. Prerequisite: Auto Body 353 and 358.
Designed to increase students' skill and knowledge in the areas of major collision repair, frame and chassis straightening, custom body and painting, and to develop their abilities to achieve commercially acceptable speed levels. Also appropriate for those currently employed in the auto body trade. (GR/P/NP) (S)

379 Workshops in Auto Body Technology (.5-10)
For course description see "Workshops."

381 Industrial Mathematics (3)
Three hours weekly. Prerequisite: Eligibility for Math 511.
Designed as the basic mathematics class for the industrial and engineering technology student wishing to gain proficiency in the applications of mathematics to practical situations, including percentage, area, volume, speed ratios of equipment, horsepower, and the essentials of plane trigonometry. This course is not open to students who are enrolled in or have received credit for Automotive Technology 381, Engineering Technology 381, Machine Technology 381, Maintenance Technology 381 or Welding Technology 381. (GR) (A)

389 ABCD Independent Projects in Auto Body Technology (1-3)
Prerequisite: Automotive Technology 100.
For course description see "Independent Projects."

AUTOMOTIVE TECHNOLOGY

100 Automotive Fundamentals (4)
Three hours lecture, three hours lab weekly.
Acceptable for credit: CSU
Designed to teach the student complete car care, emphasizing the operating principles and service operations on all types of automobiles and light trucks. (GR/P/NP) (F,S)
133 Automotive Engine Rebuilding (5)
Three hours lecture, six hours lab weekly. Prerequisite: Automotive Technology 100.
Acceptable for credit: CSU
Designed to make the student proficient in all phases of automotive and industrial engine rebuilding, including crankshaft grinding, boring, honing, line boring, block and head resurfacing, crack repair, head reconditioning, precision measuring, balancing, and engine assembly. (GR/P/NP) (F)

303 Automotive Electricity (4)
Two hours lecture, four hours lab weekly.
Provides basic knowledge of the development and use of electricity in the modern automobile, and the application of electricity in the service station. (GR/P/NP) (F,S)

306 Automotive Air Conditioning Systems (1)
Three quarters of an hour lecture, one and one-half hours lab weekly. Prerequisite: Automotive Technology 100.
Covers the operating principles, troubleshooting, diagnosis, and repair of automotive air conditioning systems as used on today's vehicles. (GR/P/NP) (F)

313 Automotive Brakes (4)
Three hours lecture, three hours lab. Prerequisite: Automotive Technology 100.
A comprehensive examination of automotive and light truck brakes. Emphasis on repair and troubleshooting of domestic and import systems, drum and disc mechanical systems, power brake systems, anti-skid systems, and computerized brake systems. (GR/P/NP) (F)

314 Suspension and Alignment (4)
Three hours lecture, four hours lab. Prerequisite: Automotive Technology 100.
Designed to familiarize the student with the theory of suspension design, and the repair and alignment of automotive suspensions including long and short arm suspension, McPherson Struts, Solid Axle, and Twin I Beam types. (GR/P/NP)

323 Power Trains (5)
Three hours lecture, six hours lab.
An introduction and comprehensive examination of automotive drive lines and differentials; manual transmissions; manual transaxles; automatic transmission fundamentals; flywheel and clutch and 4-wheel drive. Emphasis is placed on principles of operation, troubleshooting and intensive repair. (GR/SR) (F,S)

324 Automatic Transmissions (5)
Three hours lecture, six hours lab weekly. Prerequisite: Automotive Technology 100.
Designed to make the student proficient in four popular automotive transmissions: G.M., Ford, Chrysler, and foreign. Emphasis is on competent repair and troubleshooting of the automatic transmission. (GR/P/NP) (S)

330 Print Reading and Interpretation (3)
Three hours weekly.
Prepare students to read engineering drawings and specifications and to enable them to understand the intent of the engineer by interpreting the relationship of two-dimensional drawings with respect to actual objects or projects. This course is not open to students who are enrolled in or have received credit for Auto Body 330, Engineering Technology 330, or Machine Technology 330. (GR/P/NP) (A)

334 Automotive Machining (5)
Three hours lecture, six hours lab weekly. Prerequisite: Automotive Technology 100 and 133.
An intensified course in automotive machining, the course will emphasize student proficiency in machine operation. Content focuses on technological knowledge and methods used in today's automotive shops. (GR/P/NP) (S)

341 Automotive Carburetion/Injection (5)
Three hours lecture, five hours lab weekly. Prerequisite: Automotive Technology 100 and 303.
Designed to make the student proficient in automotive fuel systems. Emphasis on carburetion, fuel injection, turbocharging, and super charging. Diagnosis and intensive component repair is emphasized. (GR/P/NP) (F,S2)

343 Automotive Tune-Up and Engine Analysis (5)
Three hours lecture, six hours lab weekly. Prerequisite: Automotive Technology 303 and 341.
Designed to give the student a basic knowledge of the function and operation of test instruments, as well as a working ability to diagnose customer problems in the automotive tune-up area, including carburetion, computer command control, battery, cranking circuits, charging circuits, electrical accessory circuits, and dynamometer testing. (GR/P/NP) (S,F2)

344 Automotive Emission Control/State Clean Air Car Course (4)
Three hours lecture, three hours lab weekly. Prerequisite: Automotive Technology 341 and 343.
A study of auto emission control systems and their relationship to auto tune-up. Emphasis is on service to certify. The student is prepared for the State Emission Control License test. (GR/P/NP) (A)

379 Workshops in Automotive Technology (.5-10)
For course description see "Workshops."

381 Industrial Mathematics (3)
Three hours weekly. Prerequisite: Eligibility for Math 511.
Designed as the basic mathematics class for the industrial and engineering technology student wishing to gain proficiency in the applications of mathematics to practical situations, including percentage, area, volume, speed ratios of equipment, horsepower, and the essentials of plane trigonometry. This course is not open to students who are enrolled in or have received credit for Auto Body 381, Engineering Technology 381, Machine Technology 381, Maintenance Technology 381 or Welding Technology 381. (GR) (A)

389 ABCD Independent Projects in Automotive Technology (1-3)
Prerequisite: Automotive Technology 100.
For course description see "Independent Projects."
**BIOLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Lecture/Lab Schedule</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Introductory Biology</td>
<td>4</td>
<td>Three hours lecture, three hours lab weekly.</td>
<td>Acceptable for credit: CSU, UC - Credit limitation</td>
</tr>
<tr>
<td>120</td>
<td>Humans and the Environment</td>
<td>3</td>
<td>Three hours weekly.</td>
<td>Acceptable for credit: CSU, UC</td>
</tr>
<tr>
<td>124</td>
<td>Human Anatomy</td>
<td>4</td>
<td>Three hours lecture, three hours lab weekly. Advisory: Biology 301 or Biology 100, Chemistry 110 or Chemistry 120.</td>
<td>Acceptable for credit: CSU, UC</td>
</tr>
<tr>
<td>125</td>
<td>Human Physiology</td>
<td>4</td>
<td>Three hours lecture, three hours lab weekly. Prerequisite: Biology 124. Advisory: Chemistry 120.</td>
<td>Acceptable for credit: CSU, UC</td>
</tr>
<tr>
<td>128</td>
<td>Microbiology</td>
<td>5</td>
<td>Three hours lecture, five hours lab weekly. Prerequisite: Biology 100 or 124 or 125 or 150. Chemistry 110 or 120.</td>
<td>Acceptable for credit: CSU, UC</td>
</tr>
<tr>
<td>132</td>
<td>Marine Biology</td>
<td>4</td>
<td>Three hours lecture, three hours lab weekly. Acceptable for credit: CSU, UC</td>
<td></td>
</tr>
<tr>
<td>135</td>
<td>Natural History of California</td>
<td>4</td>
<td>Three hours lecture, three hours lab weekly. Acceptable for credit: CSU, UC</td>
<td></td>
</tr>
<tr>
<td>145</td>
<td>Desert Ecology</td>
<td>2</td>
<td>One hour lecture, two hours lab weekly. Prerequisite: Biology 100 or Biology 124 or Biology 128 or Biology 132 or Biology 135 or Biology 150 or Biology 154 or Biology 155. Acceptable for credit: CSU, UC</td>
<td></td>
</tr>
<tr>
<td>150</td>
<td>Cellular Biology</td>
<td>5</td>
<td>Four hours lecture, four hours lab weekly. Prerequisite: Chemistry 120 and Math 331. Acceptable for credit: CSU, UC</td>
<td></td>
</tr>
<tr>
<td>154</td>
<td>General Botany</td>
<td>5</td>
<td>Three hours lecture, six hours lab weekly. Prerequisite: Math 331 and Biology 150 or 100. Acceptable for credit: CSU, UC</td>
<td></td>
</tr>
<tr>
<td>155</td>
<td>General Zoology</td>
<td>5</td>
<td>Three hours lecture, six hours lab weekly. Prerequisite: Math 331 and Biology 150 or Biology 100. Acceptable for credit: CSU, UC</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Topics in Automotive Technology: Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
- Offers an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 399 are not offered on a regular cycle (not within a two-year period).
- 128 Microbiology: An introduction to microorganisms, including morphology, physiology, and growth and interaction of bacteria and other microorganisms. Laboratory emphasizes microbiological techniques. (GR/P/NP) (F,S)
- 132 Marine Biology: An introductory study of the biotic and physical factors of the marine shore community, with primary emphasis on the flora and fauna of the Central California coast. Several field trips to the marine shore required. (GR/P/NP) (F,S)
- 135 Natural History of California: An exploration of the natural history of California including climatology, geology, ecology of marine and terrestrial habitats, and the history of human involvement in California. Basic information from lectures and readings will be examined in detail in laboratories and field trips. (GR/P/NP) (S2)

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**AUTOMOTIVE TECHNOLOGY**

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Lecture/Lab Schedule</th>
<th>Prerequisites</th>
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<tr>
<td>399</td>
<td>Topics in Automotive Technology</td>
<td>.5-3</td>
<td>No specific schedule</td>
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179, 379 Workshops in Biology (.5-10)
- Acceptable for credit: CSU, UC-Determined after admission
- For course description see "Workshops".

189, 389 ABCD Independent Projects in Biology (1-3)
- Acceptable for credit: CSU, UC-Determined after admission
- For course description see "Independent Projects."

199, 399 Topics in Biology (.5-3)
- Letter and/or lab as required by unit formula. Advisory: Eligibility for Reading 310 and English 300.
- Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified by these numbers are not offered on a regular cycle (not within a two-year period).

### Business

The Business department prepares students for positions in the business world upon completion of a two-year program and provides a two-year transfer program for those students who intend to be admitted to a four-year college at the junior level.

- The programs are designed to develop proficiency in technical skills and information; an understanding of the role and responsibility of business in present day society; a foundation of basic background materials for participation in the American enterprise system, and knowledge of the principles, procedures, and art of business management.

**101 Introduction to Business (3)**
- Three hours weekly.
- Acceptable for credit: CSU, UC
- The nature of business, including principles, problems, practices, procedures, and organization. (GR/P/NP) (F,S,U)

**102 Marketing (3)**
- Three hours weekly.
- Acceptable for credit: CSU
- The study of marketing channels and institutions; market structure, organizations, and behavior; retail, wholesale, and industrial marketing; and governmental regulations. (GR) (F,S,U)

**103 Advertising (3)**
- Three hours weekly.
- Acceptable for credit: CSU
- A survey of advertising media; the psychology of advertising; motivational research; formulation of advertising budgets; mechanics of layout and copy; and evaluation and selection of media. (GR/P/NP) (S)

**104 Business Organization and Management (3)**
- Three hours weekly. Advisory: Business 302.
- Acceptable for credit: CSU
- A study of the structure of business firms and the principles of organization that determine departmentation and lines of authority and responsibility. Covers management principles and function, including planning, organization and control within a business firm. (GR) (F,S,U)

**106 Small Business Management (3)**
- Three hours weekly. Advisory: Eligibility for English 300.
- Acceptable for credit: CSU
- Intended primarily for students who plan to participate in an independently-owned business. Includes study of single proprietorships, partnerships, and corporations at all levels of the American economic system. Not designed as a substitute for Business 101 or Business 103, which serve as introductions to further study in business administration. (GR/P/NP) (F,S)

**107 Human Relations in Business (3)**
- Three hours weekly. Advisory: Eligibility for or concurrent enrollment in English 300.
- Acceptable for credit: CSU
- A study of human relations in business including multicultural and gender relationships in the workplace. (GR) (F,S,U)

**110 Business Law: Contracts and Sales (3)**
- Three hours weekly.
- Acceptable for credit: CSU, UC
- A study of the legal environment of business and a survey of the law of contracts, agency, bailments, and sales. (GR/P/NP) (F,S)

**111 Internet Marketing (3)**
- Three hours weekly.
- Acceptable for credit: CSU
- A study of methods to create, distribute, promote, and price goods and services to a target market over the Internet. (GR/P/NP) (A)

**121 Business Economics (3)**
- Three hours weekly. May be taken prior to or concurrently with Economics 101 or 102.
- Acceptable for credit: CSU
- An introduction to basic economic analysis and institutions. Macroeconomic analysis of income, employment, price level, and international trade. Microeconomic analysis of demand, production, competitive and noncompetitive product markets, and factor markets. Emphasis is placed on the applications of economic theory in the business environment. This course is not open to students who are enrolled in or have received credit for Economics 121. (GR) (F)

**130 Consumer and Family Finance (3)**
- Three hours weekly.
- Acceptable for credit: CSU
- Designed to assist individuals and/or those working with individuals to analyze and direct their financial affairs. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement, and estate planning will be analyzed with an emphasis on application to changing family needs. This course is not open to students who are enrolled in or have received credit for Economics 130 or Family and Consumer Sciences 130. (GR/P/NP) (F,S)
140 Survey of International Business (3)
Three hours weekly.
Acceptable for credit: CSU
An introduction to institutions and business practices in the international environment, emphasizing the major motivations compelling private firms to pursue international business. (GR/P/NP) (F)

141 Global Economics (3)
Three hours weekly. Advisory: Completion or concurrent enrollment in Economics 101 or Economics 102, or Economics 121 or Business 121.
Acceptable for credit: CSU, UC
An introduction to international economic issues. Explores why countries trade and addresses the consequences of trade restrictions. Alternative exchange rate systems, factors that cause exchange-rate fluctuations, and the determinants of a country's balance of trade are covered. Other topics include the politics of trade policy, the impact of trade on the job market, the role of international institutions in the global economy, financial crises, global environmental issues, and international debt problems. This course is not open to students who are enrolled in or have received credit for Economics 141 or International Studies 141. (GR/P/NP) (F,S,U)

160 Business Communications (3)
Three hours weekly. Advisory: Eligibility for English 300 and the ability to keyboard 40 words per minute are strongly recommended.
Acceptable for credit: CSU
A study of communications used in the business world with emphasis on the content and practice of creating and writing various types of letters, memos, reports, Internet Email, and multimedia presentations. Spelling, correct word usage, sentence structure, punctuation, appearance of copy, and organization of ideas are stressed. (GR) (F,S)

179, 379 Workshops in Business Education (.5-10)
179 - Acceptable for credit: CSU, UC - Determined after admission
For course description see "Workshops."

189 ABCD Independent Projects in Business (1-3)
Acceptable for credit: CSU, UC - Determined after admission
For course description see "Independent Projects." Selected projects may be Tech Prep articulated.

302 Essentials of Management (3)
Three hours weekly.
A review of essential management skills including the role of the supervisor, supervisory challenges, and related human resources responsibilities. This course is not open to students who are enrolled in or have received credit for one or more of the "Essentials of Management" modules or Business 359 Essentials of Management. (GR/P/NP) (F,S)

303 Sales and Marketing (3)
Three hours weekly.
An overview of sales and marketing strategies including pricing, promotion, and distribution of goods, services, and concepts used to create relationships that satisfy individual and organizational objectives. This course is not open to students who are enrolled in or have received credit for one or more of the "Sales and Marketing: The Series" modules or Business 359 Sales and Marketing. (GR/P/NP) (F,S)

359 Institutes in Business (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Training courses focusing on specialized business topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. (P/NP) (A)

386 Business Resume Writing (1)
Eight hours weekly (two weeks).
This course will help students learn how to create and maintain a professional resume and cover letter. Students will apply resume writing techniques to develop an effective personal resume. This course will also assist job seekers in preparing to interview with prospective employers. (P/NP) (S, U)

399 Topics in Business (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 399 are not offered on a regular cycle (not within a two-year period). (P/NP) (A)

CHEMISTRY

110 Chemistry and Society (4)
Three hours lecture, three hours lab weekly.
Acceptable for credit: CSU
An introduction to the fundamentals of chemistry including the composition of matter, energy, and chemical reactions and their application to everyday living. Applications of chemistry in the areas of medicine, nuclear power, plastics, household products and societies effect on the environment will be emphasized. Intended for non-science majors. Not open to students who are enrolled in or have completed Chemistry 100, 105, or Chemistry 120. (GR/P/NP) (F,S)

120 Introductory Chemistry (4)
Prerequisite: Math 311. Three hours lecture, three hours lab weekly.
Acceptable for credit: CSU, UC - Credit limitation
An introductory course emphasizing the principles and practices of chemistry for the student having no prior background in chemistry. Not open to students currently enrolled in or who have received credit for Chemistry 100 or 105. (GR/P/NP) (F,S,U)

140 Introductory Organic Chemistry (4)
Three hours lecture, three hours lab weekly. Prerequisite: Chemistry 120 with grade of "C" or better.
Acceptable for credit: CSU, UC
An introductory study of the compounds of carbon, including both aliphatics and aromatics. Laboratory work consists of synthesis and reactions of representative compounds. Consideration is given to the simple aspects of organic analysis and to a thorough introduction to reaction mechanisms. The course is generally required of pre-medical, pre-dental, and biology majors. (GR/P/NP) (S)
150 General Chemistry 1 (5)
Three hours lecture, six hours lab weekly. Prerequisite: Chemistry 120 and Math 331.
Acceptable for credit: CSU, UC
A study of the principles and theories of chemistry. Topics include the kinetic-molecular theory of matter, atomic structure and the periodic table, chemical bonding, gases and stoichiometry. Experiments in standard qualitative and quantitative analysis emphasizing the collection and interpretation of data are covered in the lab. (GR/P/NP) (F,S)

151 General Chemistry 2 (5)
Three hours lecture, six hours lab weekly. Prerequisite: Chemistry 150.
Acceptable for credit: CSU, UC
A continuation of Chemistry 150, emphasizing the development of the principles and theories of chemical equilibria, chemical kinetics, thermodynamics and electro-chemistry, including an introduction to modern means of instrumental analysis. The laboratory consists of experiments in standard qualitative and quantitative analysis. (GR/P/NP) (F,S)

179, 379 Workshops in Chemistry (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

189 ABCD Independent Projects in Chemistry (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

101 Computer Concepts and Applications (3)
Three hours weekly. Advisory: Computer Business Information Systems 301 or Computer Business Office Technology 100.
Acceptable for credit: CSU, UC
The focus of this course is to provide the computer skills that all college students need. Provides hands-on experience using software applications such as Internet browsers, word processing, spreadsheets, databases, and presentation software. Learn Microsoft Office 2007.

108 Networking and Administration (3)
Three hours weekly. Advisory: Computer Business Information Systems 301.
Acceptable for credit: CSU
Prepares students to work as network administrators or server managers emphasizing installation and maintenance of a Windows networking environment. Also provides preparation for the Windows certification exam. (GR/P/NP) (F,S)

112 Intro to Visual Basic Program (3)
Three hours weekly. Advisory: Computer Business Information Systems 301 or 101 or Computer Science 102.
Acceptable for credit: CSU, UC Credit limitation
An introduction to Visual Basic Net programming language for the Windows environment. Learn to create forms, add controls, and develop code for Windows, Mobile, Web, and database application programs. (GR/P/NP) (F,S)

141 Microsoft Excel-Comprehensive (3)
Three hours weekly. Advisory: Computer Business Information Systems 101 or 371 or Computer Science 102.
Acceptable for credit: CSU
Manage and analyze information using spreadsheets for more informed decisions. Some skills covered are applying formatting, creating calculations, using functions, creating Pivot Tables and Pivot Charts, developing macros, sharing data, and writing VBA code. (GR/P/NP) (F,S)

142 Microsoft Access-Comprehensive (3)
Three hours weekly. Advisory: Computer Business Information Systems 101 or 372 or Computer Science 102.
Acceptable for credit: CSU
Learn techniques to solve business problems and develop business decision-making processes using a database program. Some skills covered are developing and maintaining tables, relationships, queries, forms, reports, macros, and code modules. Learn Microsoft Access 2007. (GR/P/NP) (F,S)

301 Computer Fundamentals 1 (3)
Three hours weekly.
A basic course for computer novices to learn how to operate a computer and use common software such as the Windows operating system and an Internet browser. Also covers the use of common hardware devices such as a mouse, keyboard and printer. Learn Windows operating system. (GR/P/NP) (F,S)

321 Internet Business Applications (3)
Three hours weekly. Advisory: Computer Business Information Systems 301 or equivalent skills.
Development of fundamental competency in Internet business applications. Explores a comprehensive range of skills from the basic uses of Internet browsers, search engines, and email to file transfer protocol, file compression, and bookmark management. Includes the use of editing software to create interactive business Web sites, searching for and registering domain names, and analyzing business web sites. (GR/P/NP) (F,S)

327 Building Business Web Sites (3)
Three hours weekly. Advisory: Computer Business Information Systems 301 or equivalent.
Comprehensive course on business website development covering web site design, accessibility, usability and troubleshooting. Presents skills necessary to create professional-looking business web sites using images, tables, tags, cascading style sheets, forms, libraries, behaviors, and timelines. Includes skills in uploading and maintaining pages on an Internet server site. Learn Adobe Dreamweaver. (GR/P/NP) (F,S)

337 Presentation Design - PowerPoint (3)
Three hours weekly. Advisory: Computer Business Information Systems 373 or knowledge of Windows.
An introduction to computer-based business presentations and their development using PowerPoint. (GR/P/NP) (F,S)
343 Applied Project Management 1 (1.5)
Three hours lecture, one hour lab weekly (eight weeks). Advisory: Knowledge of current Windows operating system.
An introduction to managing comprehensive projects using a commercial project management software package. Provides skills necessary for planning and creating professional-looking schedules, communicating project information, and using the critical path. (GR/P/NP) (F,S)

359 Institutes in Computer Business Information Systems (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Training courses focusing on specialized computer business information systems topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. (P/NP) (A)

371 Introduction to Spreadsheet Applications (1)
One-half hours lecture, one and one-half hours lab weekly.
Provides the student with an introduction to the use of spreadsheets using a microcomputer. This is a “hands-on”, self-paced course with flexible hours. (P/NP) (F,S,U)

372 Introduction to Database Applications (1)
One-half hours lecture, one and one-half hours lab weekly.
Provides the student with an introduction to the use of electronic database management using a microcomputer database program. This is a “hands-on”, self-paced course with flexible hours. (P/NP) (F,S,U)

373 Introduction to Windows (1)
One-half hours lecture, one and one-half hours lab weekly.
An introduction to the use of Windows, the most widely used graphical-user interface for the IBM PC (compatibles) or Apple Macintosh. This is a “hands-on” self-paced course with flexible hours. (P/NP) (F,S,U)

381 Introduction to Mac OS (1)
Three hours weekly.
Provides the students with an introduction to the current Macintosh operating system. This is a hands-on self-paced course with flexible hours. (GR/P/NP) (F,S,U)

382 Office Apps for the Mac (2)
Six hours weekly.
An introduction to Microsoft Office applications using a Mac computer. This is a hands-on self-paced course with flexible hours. (GR/P/NP) (F,S,U)

399 Institutes in Computer Business Information Systems (.5-3)
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Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 399 are not offered on a regular cycle (not within a two-year period). (P/NP) (A)

100 Keyboarding (1)
Three hours lab weekly. This course is Tech Prep articulated.
Acceptable for credit: CSU
Elementary keyboarding by touch techniques for those who need to develop keyboarding and keypad skills necessary for using computer keyboards. Enrollment permitted until the last six weeks or that equivalent of each semester. (GR/P/NP) (F,S,U)

131 Introduction to Word Processing (3)
Three hours weekly. Advisory: Ability to keyboard 25 words per minute. This course is Tech Prep articulated.
Acceptable for credit: CSU
An introduction to word processing designed to develop skills in formatting and editing documents using microcomputers. Includes setting tabs, creating headers and footers, inserting tables, creating newsletters and brochures and printing envelopes and labels. (GR/P/NP) (F,S,U)

132 Advanced Word Processing (3)
Three hours weekly. Prerequisite: Computer Business Office Technology 131. This course is Tech Prep articulated.
Acceptable for credit: CSU
An advanced word processing experience designed to develop industry proficiency in the skills required for processing information in today's electronic office. Includes inserting graphics and WordArt to create flyers and newsletters, creating online forms, inserting a table of contents and index for reports and books, creating a web page using word processing software, completing a mail merge, and recording macros. (GR/P/NP) (F,S)

302 Records Management (2)
Six hours lab weekly.
A comprehensive course in the principles and practices of records management. The course covers the rules of indexing and alphabetizing and various records management systems including geographic, numeric, subject, microfilming and magnetic-disc and tape storage plus the organization and operation of records management programs. Flexible hours. Enrollment permitted until the last six weeks or that equivalent of each semester. (GR/P/NP) (F,S)

305 Legal Office Procedures (3)
Three hours weekly. Prerequisite: Ability to keyboard 40 words per minute.
Focuses on law office secretarial procedures and terminology, covering the field of general civil procedure, unlawful detainer (landlord/tenant), adoption law, family law (dissolution), probate law, corporate law, and miscellaneous non-court documents, such as deeds and notes. (GR) (F)

312 ABC Keyboarding Speed and Development (1)
Three hours lab weekly. Prerequisite: Computer Business Office Technology 100. This course is Tech Prep articulated.
Designed to follow the formal computerized keyboarding courses in order to bring up students' speed and accuracy by the touch method before they enter the job market. Enrollment permitted until the last six weeks of each semester. (GR/P/NP) (F,S,U)
325 AB Machine Transcription (1)
Two hours lab weekly. Prerequisite: Ability to keyboard 40 words per minute.
Designed to help the student master the techniques of machine transcription and review the rules of spelling, grammar, punctuation, letter placement, and the formatting of various business documents. (GR/P/NP) (F,S,U)

333 AB Basic Desktop and Internet Publishing for Business (3)
Basics of desktop and Internet publishing for business documents. Topics include page layouts using columns and grids, adding multimedia elements, incorporating color, and publishing techniques. (GR/P/NP) (S)

334 Administrative Operations and Office Procedures (3)
This course focuses on both the computerized and non-computerized administrative tasks performed by secretaries and administrative assistants in today's electronic office. Topics include effective communication in the workplace, records management, customer service and teamwork. (GR/P/NP) (F,S)

336 Introduction to Telecommunications and the Internet (1)
Three hours weekly.
An introductory course in the use of browser software explaining how to use tabbed browsing, advanced web searches, search engines, managing favorites, using e-mail, and subscribing the newsgroups and RSS feeds. This is a "hands-on", self-paced course with flexible hours. (P/NP) (F,S)

337 Presentation Design - PowerPoint (3)
Three hours weekly. Advisory: Computer Business Information Systems 373 or knowledge of Windows.
An introduction to computer-based business presentations and their development using PowerPoint. (GR/P/NP) (F,S)

340 Introduction to Voice Recognition (1)
Eight hours lecture, twenty-four hours lab (one week). Advisory: Computer Business Information Systems 373 or knowledge of Windows.
An introduction to the basic functions of voice recognition software. This is a "hands-on" self-paced course with flexible hours. (P/NP) (F,S)

359 Institutes in Computer Business Office Technology (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Training courses focusing on specialized Computer Business Office Technology topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. (P/NP) (A)
128 Intro to Renewable Energy (3)
Two hours lecture, three hours lab weekly. Prerequisite: Computer Electronics/Electronics/Engineering Technology 104.
Acceptable for credit: CSU
A study of the principles behind energy generation and conversion that can be applied to modern electrical, mechanical, and chemical devices that use or produce power. Special emphasis will be given to the study of electricity as a renewable energy source. This course is not open to students who are enrolled in or have received credit for Electronics 128 or Engineering Technology 128. (GR/P/NP) (A)

131 Programmable Logic Controllers and Industrial Control Design (3)
Two hours lecture, three hours lab weekly. Prerequisite: Electronics 125 or Computer Science 141.
Acceptable for credit: CSU
A study of the purpose and operating features of a programmable logic controller (PLC). Topics include PLC terminology, architecture, input/output modules, memory, commands for internal relays, on/off timers, up/down counters, use of subroutines, program control, and math instructions. Relay schematics, ladder logic diagrams, and programming of logic controllers are emphasized. Sensing devices and time-driven process sequences will be studied and integrated into control systems. This course is not open to students who are enrolled in or have received credit for Electronics 131 or Engineering Technology 131. (GR/P/NP) (A)

133 Mechatronic Systems 1 (3)
Two hours lecture, three hours lab weekly. Prerequisite: Computer Electronics/Electronics 104.
Acceptable for credit: CSU
A study with hands-on application of the mechanical engineering, electronics, computer programming and electromechanical concepts (mechatronics) in the production of goods and services. Emphasis is on how a variety of technical elements fit into industrial applications. Topics include transducers and sensors for light, heat, motion, pressure and position; switching devices; input and output signal conditioning; continuous, closed-loop, and proportional integral derivative process control; and safety. This course is not open to students who are enrolled in or have received credit for Electronics 133 or Engineering Technology 133. (GR/P/NP) (A)

139 Electrical Power, Motors, and Controls (3)
Two hours lecture, three hours lab weekly. Prerequisite: Electronics 122 and Electronics 125 or Computer Science 141.
Acceptable for credit: CSU
A study of electronics, signal communication and power technology that support efficient manufacturing processes for various industries. Topics include motors, their drives and controls, power electronics, PLCs, and communications networks used to monitor industrial processes. This course is not open to students who are enrolled in or have received credit for Electronics 139 or Engineering Technology 139. (GR/P/NP) (A)

162 Fluid Power and Control (2)
Two hours weekly.
Acceptable for credit: CSU
An introduction to the generation, control and basic applications of hydraulics and pneumatics for fluid and motion systems. Topics include safety, properties of and forces in liquids, pumps, motors, valves, reservoirs, strainers, filters, accumulators, basic diagramming, system design and troubleshooting. This course is not open to students who are enrolled in or have received credit for Electronics 162 or Engineering Technology 162. (GR/P/NP) (A)

102 Introduction to Computing with HTML (3)
Three hours lecture. Advisory: Computer Business Office Technology 100.
Acceptable for credit: CSU, UC
A general education course dealing with how computers work, how they are used and their effects on society. Includes an introduction to web-page design using HTML. (GR) (F,S)

105 PC Preventive Maintenance and Upgrading (3)
Two hours lecture, three hours lab weekly.
Acceptable for credit: CSU
Necessary skills and information needed to make an informed purchase, maintain, upgrade, and evaluate personal computer systems. Students will receive hands-on instruction for performing basic preventive maintenance and the installation of simple upgrades such as adding RAM, installing hard drives, sound cards, etc. Included is the study of soldering techniques, electronic part identification, and safety and system operation. Emphasis will be placed on the student's ability to keep personal computers running at their best performance levels. This course is not open to students who are enrolled in or have received credit for Electronics 105. (GR/P/NP) (F,S)

106 Network Essentials 1 (3)
Two hours lecture, three hours lab weekly. Advisory: Electronics/Computer Science 105 and either Electronics 125 or Computer Science 141.
Acceptable for credit: CSU
First course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing, cabling, CompTIA Network+, and network standards; the theory behind the various kinds of network architectures and data transmission methods, and the use of decision-making and problem-solving techniques in applying science, mathematics, and communication concepts to solve networking problems. Instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment. Emphasis will be placed on the Cisco System Certification. This course is not open to students who are enrolled in or have received credit for Electronics 106. (GR/P/NP) (F,S)
107 Network Essentials 2 (3)
Two hours lecture, three hours lab weekly. Prerequisite: Electronics/Computer Science 106.
Acceptable for credit: CSU
Second course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router programming; and the theory behind the various kinds of network architectures and data transmission methods including network troubleshooting. Emphasis will be placed on the Cisco System Certification. This course is not open to students who are enrolled in or have received credit for Electronics 107. (GR/P/NP) (F,S)

108 Network Essentials 3 (2)
Three hours lecture, three hours lab weekly (eight weeks). Prerequisite: Electronics/Computer Science 107.
Acceptable for credit: CSU
Third course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router programming; and the theory behind the various kinds of network architectures and data transmission methods. Emphasis will be placed on the Cisco System Certification. This course is not open to students who are enrolled in or have received credit for Electronics 108. (GR/P/NP) (F,S)

109 Network Essentials 4 (2)
Three hours lecture, three hours lab weekly (eight weeks). Prerequisite: Electronics/Computer Science 108.
Acceptable for credit: CSU
The final course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router programming; and the theory behind the various kinds of network architectures and data transmission methods. Emphasis will be placed on the Cisco System Certification. This course is not open to students who are enrolled in or have received credit for Electronics 109. (GR/P/NP) (F,S)

121 Fundamentals of Programming 1 (4)
Four hours weekly. Prerequisite: Math 311. Advisory: Computer Science 102.
Acceptable for credit: CSU, UC
An introduction to the fundamentals of computer programming and software design. Topics include variables, data types, assignment, expressions, basic I/O, control flow, functions and parameters, scope, and data structures. Emphasizes top-down design, step-wise refinement, and an engineering approach, using a high-level language such as "C." (GR) (F,S)

122 Fundamentals of Programming 2 (2)
Four hours weekly (eight weeks). Prerequisite: Math 311. Advisory: Computer Science 121.
Acceptable for credit: CSU, UC
A continuation of the fundamentals of programming. Topics include algorithm design and problem-solving strategies; concepts of object-oriented programming: classes, objects, encapsulation, inheritance and polymorphism. Students will develop applications using class hierarchies and abstract data types. Searching and sorting algorithms will be introduced. (GR/P/NP) (F,S)

123 Fundamentals of Programming 3 (2)
Four hours weekly (eight weeks). Prerequisite: Math 311. Advisory: Computer Science 122.
Acceptable for credit: CSU, UC
A continuation of the fundamentals of programming. Topics include design and implementation of Abstract Data Types (ADT’s); dynamic data structures such as linked lists, graphs, and trees; traversal using iterators; pointers, and dynamic allocation. Problem-solving techniques as well as design and analysis of algorithms are covered. (GR/P/NP) (F,S)

137 Microcomputer Architecture and Software Design (4)
Three hours lecture, three hours lab weekly. Prerequisite: Computer Science 141 or Electronics 125 and Electronics 126. Advisory: Any computer programming course is recommended.
Acceptable for credit: CSU, UC
Introduction to microcomputer system development. Emphasis is upon assembly language programming, computer/microprocessor architectures, addressing modes, and machine language formats. Assemblers, disassemblers, cross-assembly techniques, simulators, and hardware development systems will be studied and used for the development, debugging and testing of software. Problem solution, programming style, and techniques will be stressed throughout this course. This course is not open to students who are enrolled in or have received credit for Electronics 137. (GR) (F,S)

141 Computer Fundamentals in Digital Design (3)
Three hours weekly. Prerequisite: Math 331.
Acceptable for credit: CSU, UC
An introduction to digital logic design emphasizing design concepts, CAD tool use, VHDL programming, and design simulations. Topics include number systems and codes; Boolean algebra, functions and minimization, VHDL programming and simulation; combinational logic circuits, control and computation circuits, feedback circuits; sequential design and finite machines, HDL chip design microcontrollers and Assembly language programming. (GR/P/NP) (F,S)

142 Computer Fundamentals in Digital Design Laboratory (2)
Six hours lab weekly. Prerequisite: Completion of or concurrent enrollment in Computer Science 141.
Acceptable for credit: CSU, UC
Hands-on laboratory designed to parallel Computer Science 141. Emphasis is on digital design and system integration. Special logic design and implementation software and circuit analysis software are used to develop logic designs, simulate performance, and program devices. HC11 Microcontroller and Assembly programming are introduced.(GR/P/NP) (F,S)
161 Discrete Structures (3)
Three hours weekly. Prerequisite: Math 181 and either Computer Science 121 or Computer Science 175.
Acceptable for credit: CSU, UC
An introduction to the discrete structures of computing, including propositional and predicate logic, methods of proof, functions, computer arithmetic, algorithm complexity, recursion, graphs, trees, sets and relations, networks, induction, and combinatorics. (GR) (S2)

172 Linux and Shell Scripting (3)
Three hours weekly. Advisory: Computer Science 121 or Computer Science 175.
Acceptable for credit: CSU, UC
A study of the UNIX-based operating systems covering command basics, file management, as well as shell use and programming. Topics include the kernel; various interactive shells; processes; the file system; utilities such as awk, sed, and grep; and regular expressions. The Linux operating system is used. (GR) (S)

175 Object-Oriented Programming (3)
Three hours weekly. Prerequisite: Math 311. Advisory: Computer Science 121.
Acceptable for credit: CSU, UC
A study of object-oriented programming including objects, classes, member functions, encapsulation, inheritance and polymorphism. Control flow, function overloading, search and sort algorithms, recursion, template classes and functions, as well as dynamic data structures are covered. Uses the C++ language. (GR) (F)

179, 379 Workshops in Computer Science (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

181 Game Programming (3)
Three hours weekly. Prerequisite: Computer Science 121. Advisory: Computer Science 123.
Elements of games, including theme, game play, and presentation. Basic concepts of programming and how programs control the display of graphics and animation in computer games. The use of sound and artificial intelligence in computer games. Demonstrations and experiments with game programming through the use of examples. (GR) (F, S, U)

189 ABCD Independent Projects in Computer Science (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

199 Topics in Computer Science (1-3)
Acceptable for credit: CSU, UC-Determined after admission
Lecture and/or lab as required by unit formula. Prerequisite: Math 311. Advisory: Computer Science 121 or Computer Science 175.
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (GR)

310 Introduction to Network Platforms, NOSs, Security, and Maintenance (4)
Three hours lecture, three hours lab weekly. Advisory: Electronics/Computer Science 107 and Electronics/Computer Science 105.
Study of hardware and software platforms related to network installation, maintenance, upgrade, and repair. Major study areas will include server and workstation hardware requirements; WAN upgrading; network operating systems (Novell NetWare, Microsoft Windows NT, and UNIX) including client software (16-bit and 32-bit); backup and disaster planning for networks; network preventive maintenance; adding network services (network printing, network CD-ROMs, network modems, internet access); troubleshooting hardware and software problems. This course is not open to students who are enrolled in or have received credit for Electronics 310. (GR/P/NP) (F, S)

320 A+ Certification (2)
Two hours lecture, two hours lab weekly. Advisory: Electronics/Computer Science 105.
Computer repair and maintenance with a focus on preparations required for achieving the industry standard CompTIA A+ Certification. The "hands-on" study includes the A+ Core Test Domains and the Windows/DOS Test Domains. This course is not open to students who are enrolled in or have received credit for Electronics 320. (GR/P/NP) (F, S)

332 Wireless Network Administrator (3)
Two hours lecture, three hours lab weekly.
A study of the basic concepts and technologies of wireless data networking. Includes basic RF theory, WiFi infrastructure, link budget math, troubleshooting techniques, site survey skills, and security measures. Prepares students to take the CWNA Certification Exam at Prometric Testing Centers. This course is not open to students who are enrolled in or have received credit for Electronics 332. (GR/P/NP) (F, S)

333 Introduction to Network Security (2)
One hour lecture, three hours lab weekly. Prerequisites: Electronics 106 or Computer Science 106.
A comprehensive overview of network security. General security concepts, communications security, infrastructure security, basics of cryptography, and operational/organizational security will be covered. Prepares students to take the CompTIA Security+ Certification Exam at Prometric or Vue sites. This course is not open to students who are enrolled in or have received credit for Computer Science 333. (GR/P/NP) (F, S)

COOPERATIVE WORK EXPERIENCE

134 ABCD Internship Seminar (1)
One hour weekly. Corequisite: Cooperative Work Experience course (149) or Internship Field Experience (136) course (discipline specific).
Acceptable for credit: CSU, UC-Determined after admission
Provides students with a seminar format to discuss, analyze, and critically evaluate their work-based learning experiences. This forum emphasizes job market information, attitudes, and abilities that facilitate job success; skills
necessary for maintaining employment; and techniques for enhancing job advancement opportunities. (GR) (F,S)

136 AB Coop. Work Exp: Internship (5-8)
Hours as required by unit formula.
Limitation on Enrollment: To participate in Cooperative Work Experience – Internship students must: (1) be working at a job within their major, (2) be able to complete a minimum of 375 hours of paid work or 300 hours of unpaid work, (3) be able to become involved in new or expanded responsibilities on the job, (4) attend all coordination/consultation meetings in addition to other work and class responsibilities and (5) have an employer who is willing to cooperate with the college in the supervision and evaluation of the student. Students enrolled in CWE 136 may earn between 5 and 8 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience (CWE 149, CWE 302, CE 149, CE 302 or any discipline specific 136 or 149 ) will be included in the 16 unit maximum.

Acceptable for credit: CSU, UC-Determined after admission
Cooperative Work Experience – Internship is supervised employment extending classroom-based learning to an on-the-job learning environment relating to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes.  (GR/P/NP) (F,S)

149 ABCD Coop. Work Exp: Occupational (1-4)
Hours as required by unit formula.
Limitation on Enrollment: To participate in Cooperative Work Experience: (1) students must be working at a job within their major, (2) students must be able to become involved in new or expanded responsibilities on the job, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in CWE 149 may earn up to 4 units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience (CWE 136, CWE 302, CE 149, CE 302 or any discipline specific 136 or 149 ) will be included in the 16 unit maximum.

Acceptable for credit: CSU, UC-Determined after admission
Supervised employment extending classroom-based learning to an on-the-job learning environment not directly related to the student's career and educational goals. In addition, these work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits, and fostering positive workplace attitudes.  (GR/P/NP) (F,S)

301 Introduction to Cosmetology (6)
Forty hours lab weekly (six weeks). An overview of the field of cosmetology with extensive practice in introductory hair, skin and nail care techniques. The course covers the practices of beauty salon operation, good customer and public relations, and analysis of the Cosmetology Act and State Board Rules and Regulations. (GR)

302 ABCD Advanced Cosmetology (6)
Forty hours lab weekly (twelve weeks). Prerequisite: Cosmetology 301.
Provides students with advanced laboratory and salon experience in the field of cosmetology and related sciences. Includes theories and practices in hair styling, permanent waving, chemical straightening, haircutting, hair coloring and bleaching, scalp and hair treatments, facials, eyebrow arching and hair removal, makeup, manicuring and pedicuring. Students are required by the State Board of Cosmetology to complete COS 301 and COS 302 A-C for a total of 1600 hours in order to qualify to take the licensure examination and become eligible to practice as a cosmetologist. (GR)

310 Manicuring (6)
Forty hours lab weekly (eleven weeks). Designed to prepare the student to take the state board examination required to obtain a license as a manicurist/pedicurist. Includes the study of anatomy, sanitation and sterilization, and safety precautions as applied to manicuring and pedicuring operations. Students will develop knowledge and skills necessary for maintaining employment; and techniques for enhancing job advancement opportunities. (GR)

Acceptable for credit: CSU

389 ABCD Independent Projects in Cosmetology (1-3)
For course description see "Independent Projects."

120 Principles of Foods 1 (4)
Three hours lecture, three hours lab weekly. Advisory: Math 511.
Acceptable for credit: CSU
Provides knowledge and experience in food preparation terminology, equipment, and techniques to increase proficiency, coupled with investigation of the science principles involved. Emphasis is on ingredient functions and interactions; production and sensory evaluation standards; food safety and sanitation; nutrient values; and food aesthetics and presentation. Content includes recipe and menu development, stocks, sauces, meat, poultry, fish and shellfish. (GR/P/NP) (S)
121 Basic Baking and Pastry (3)
Two hours lecture, three hours lab weekly. Advisory: Culinary Arts 120 and Math 511.
Acceptable for credit: CSU
The study of equipment, skills and procedures used in commercial bakeries. Includes practical application in the production of a wide variety of quick and yeast breads and cookies. (GR/P/NP) (F)

122 Advanced Baking and Pastry (3)
Two hours lecture, three hours lab weekly. Prerequisite: Culinary Arts 121.
Acceptable for credit: CSU
Designed to increase the student's proficiency in baking and pastry techniques with a focus on artistry and practical skills. Explores classical and modern applications of pastries, meringues, tarts, syrups, creams, sauces, pies, fillings, fruit desserts, and plating. (GR/P/NP) (F)

123 Principles of Foods 2 (2)
One hours lecture, three hours lab weekly. Prerequisite: Culinary Arts 120.
Acceptable for credit: CSU
Provides knowledge and experience in food preparation terminology, equipment, and techniques. Emphasis is on scientific principles, ingredient functions and interactions, production and sensory evaluation standards, food safety and sanitation, nutrient values, food aesthetics, and presentation of vegetables, starches and grains, salads and dressing, sandwiches, Hor d’Oeuvres, Grande Manger, breakfast foods, bakeshop, and international cuisine. (GR/P/NP) (F)

124 Sanitation, Safety and Equipment (3)
Three hours weekly.
Acceptable for credit: CSU
An overview of basic concepts of personal and institutional sanitation and safety as applied to food service with special emphasis on the role of the food supervisor/manager in maintaining sound practices. The course also covers the concepts of sanitation and safety as related to the selection, layout, and use of equipment and examines recommended practices including local, state, and federal regulations. (GR/P/NP) (S)

125 Supervision and Training Techniques (3)
Three hours weekly.
Acceptable for credit: CSU
A study of food service operations, procedures, and problems encountered in the development of personnel programs and desirable labor management relationships. Topics include selection, placement, orientation, training, counseling, rating, and promotion of employees. (GR/P/NP) (F)

126 Food Production Cost, Control and Management (3)
Three hours weekly. Advisory: Math 511.
Acceptable for credit: CSU
A study of quantity food preparation with emphasis on food, beverage and labor cost control management in purchasing, receiving, storing, issuing, and producing food products. Principles and procedures for the management of institutional, restaurant, and catering food service settings are examined. (GR/P/NP) (A)

129 Catering and Events Management (3)
Three hours weekly.
Acceptable for credit: CSU
Prepares students for self-employment or working within the hotel/restaurant industry. Includes the research, design, planning, coordination, and evaluation of events. Major emphasis is on managing catered events including menu development, organization, cost accounting, service, rentals, scheduling, staffing, contracts, legal requirements, marketing, and client relations. (GR/P/NP) (S)

159, 359 Institutes in Culinary Arts (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course. 159 - Acceptable for credit: CSU, UC-Determined after admission
Training courses focusing on specialized topics in Family and Consumer Sciences with an emphasis in Interiors, Fashion, or Foods and Nutrition. Content will be identified on a periodic basis in conjunction with employment or program/discipline needs. See the current schedule of classes for topics being offered. (GR/P/NP) (A)

323 ABC Specialty and Wedding Cakes (1)
One hour lecture, three hours lab weekly (eight weeks). Advisory: Culinary Arts 120.
A study of cake making including mixing, baking, assembling, filling and frosting with American layer, European style, and wedding cake assembly. Client relations and business practices for wedding cake sales is covered. (GR/P/NP) (S,U)

324 ABC Cake Decorating and Decorative Work (1)
One hour lecture, three hours lab weekly (eight weeks). Advisory: Culinary Arts 120.
Instruction in cake decorating techniques including assembling and icing cakes and pastry bag work for borders, lace, string work, writing, and flowers. Cake design, colors, construction, evaluation, and decorations of marzipan, pastillage, and nougatine will be covered. (GR/P/NP) (F)

Because all colleges, universities, and private dance companies have different requirements, all dance majors should consult a Dance faculty member concerning specific areas of study.

101 Dance Appreciation (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An overview of the development of dance as an art form from its historical roots to contemporary trends, emphasizing multicultural/gender issues. (GR/P/NP) (F)
105 Appreciation of the American Musical on Stage and Screen (3)
Three hours weekly.
Acceptable for credit: CSU, UC
The development of the American musical as a theatrical art form through critical appraisal of major composers, lyricists and playwrights from the early 20th century until the present. This course is not open to students who are enrolled in or who have received credit for Drama 105, Film 104, or Music 105. (GR/P/NP) (F,S)

110 ABCD Modern Dance (2)
One hour lecture, two hours lab weekly plus six hours by arrangement.
Acceptable for credit: CSU, UC
The study and execution of fundamental modern dance techniques including movement skills and the basic rhythmic structure of dance. Students have the opportunity to create their own movement combinations. (GR/P/NP) (F,S)

111 ABCD New Age Styles (2)
One hour lecture, two hours lab weekly plus six hours by arrangement. Prerequisite: Dance 110.
Acceptable for credit: CSU, UC
The study and execution of modern dance techniques, including level 2 movement skills with a more advanced rhythmic structure. Students will study styles such as Martha Graham, Merce Cunningham and Jose Limon. The opportunity to create and perform their own movement combinations is part of the structure of the class. (GR/P/NP) (F,S)

115 ABCD Freestyle Dance Techniques (3)
Two hours lecture, two and one-half hours lab weekly. Prerequisite: Dance 111. Limitation on Enrollment: Audition.
Acceptable for credit: CSU, UC
Emphasizes complex work in the Russian and Italian styles, including pirouettes, beats, and pointe work. Students have the opportunity to develop techniques of classical dance forms. (GR/P/NP) (A)

116 ABCD Yoga-based Pilates (.5)
Three hours lab weekly.
Acceptable for credit: CSU, UC
An introduction to the fundamentals of ballet movements at the barre with emphasis on proper body placement and alignment. (P/NP) (A)

120 ABCD Ballet (2)
One hour lecture, two hours lab weekly plus six hours by arrangement.
Acceptable for credit: CSU, UC
An introduction to the fundamentals of ballet movement and terminology. Barre work emphasizes the basic exercises of ballet that develop control, strength, and basic body placement. Center work concentrates on basic ballet combinations of adage, jumps, waltz, and turns. Students have the opportunity to create their own movement combinations. (GR/P/NP) (F,S)

121 ABCD Barre and Center Techniques (2)
Three hours lab weekly. Prerequisite: Dance 120.
Acceptable for credit: CSU, UC
A study at the intermediate level of movements appropriate to classical music, including intermediate level ballet barre, center adagio, turns, and allegro movement. Students have the opportunity to create their own movement combinations. (GR/P/NP) (F,S)

125 ABCD Classical Dance Forms (3)
Two hours lecture, two and one-half hours lab weekly. Prerequisite: Dance 121.
Acceptable for credit: CSU, UC
Emphasizes complex work in the Russian and Italian styles, including pirouettes, beats, and pointe work. Students have the opportunity to develop techniques of classical dance forms. (GR/P/NP) (A)

126 ABCD Ballet Barre (.5)
Three hours lab weekly (eight weeks).
Acceptable for credit: CSU, UC
An introduction to the fundamentals of ballet movements at the barre with emphasis on proper body placement and alignment. (P/NP) (A)

130 ABCD Jazz (2)
One hour lecture, two hours lab weekly, plus six hours by arrangement.
Acceptable for credit: CSU, UC
An introduction to the basic movements appropriate to contemporary jazz music, emphasizing exercises that develop body stretch and strength, and improve rhythmic abilities and movement coordination. Covers different jazz styles, including rock, modern jazz, and theater dance. Students have the opportunity to create their own movement combinations. (GR/P/NP) (F,S)

131 ABCD Techniques of Contemporary Dance (2)
Three hours lab weekly, plus six hours by arrangement. Prerequisite: Dance 130.
Acceptable for credit: CSU, UC
A study at the intermediate level of movements appropriate to contemporary music, including turns, floor work, isolation combinations, and rhythm techniques. Students have the opportunity to create their own movement combinations. (GR/P/NP) (F,S)

133 ABCD Hip Hop/Jazz Styles (2)
One hour lecture, two hours lab weekly.
Acceptable for credit: CSU UC
An introduction to hip hop and jazz dance styles. (GR/P/NP) (F,S)

135 ABCD Commercial Dance Forms (3)
Two hours lecture, two and one-half hours lab weekly. Prerequisite: Dance 131. Limitation on Enrollment: Audition.
Acceptable for credit: CSU, UC
Emphasizes the techniques of commercial dance forms, particularly the Luigi, Jack Cole, and Bob Fosse styles of commercial theatre, including complex turns, floor work, isolation combinations, and rhythm techniques. Students have the opportunity to create their own movement combinations. (GR/P/NP) (A)
140 ABCD Folkloric Dances of Mexico and Spain (1)
Three hours lab weekly.
Acceptable for credit: CSU, UC
An introduction to the fundamentals of movements appropriate for Mexican folkloric and dances of Spain, emphasizing exercises to improve rhythmic abilities and movement coordination. (GR/P/NP) (F,S)

142 ABCD Floricanto Dance (.5)
Three hours lab weekly. Advisory: Dance 140.
Acceptable for credit: CSU, UC
Floricanto dance from Mexico and Spain at the intermediate level. (GR/P/NP) (F,S,U)

145 ABCD Clinic in Folklorico Zapateados (.5)
Three hours lab weekly. Prerequisite: Dance 140. Advisory: Dance 141.
Acceptable for credit: CSU, UC
A study of Zapateado movements associated with Mexican Folklorico dances. (GR/P/NP) (A)

148 ABCD Folklorico Concert Production (2)
Eight hours lab weekly (twelve weeks). Limitation on Enrollment: Audition.
Acceptable for credit: CSU, UC
An opportunity for students to use their performance skills in a major Folklorico concert. (GR) (F,S)

150 ABCD Hoofing (.5)
Three hours lab weekly (eight weeks). Advisory: Dance 152.
Acceptable for credit: CSU, UC
A study of intricate tap movements using the hoofing style. (GR/P/NP) (F,S)

151 ABCD Clinic in Tap (.5)
Four hours lab weekly.
Acceptable for credit: CSU, UC
An introduction to the basic movements of tap dancing, emphasizing styles of musical theater as related to tap. (GR/P/NP) (U)

152 ABCD Musical Theater Forms: Tap Dance (2)
One hour lecture, two hours lab weekly plus six hours by arrangement.
Acceptable for credit: CSU, UC
An introduction to the basic movements of tap dancing, emphasizing styles of musical theater as related to tap. Covers exercises to develop rhythmic abilities and movement coordination. (GR/P/NP) (F,S)

153 ABCD Musical Theater: Intermediate Rhythmic Forms (2)
One hour lecture, two hours lab weekly plus six hours by arrangement. Prerequisite: Dance 152.
Acceptable for credit: CSU, UC
A study of intermediate level movements of tap dancing and freestyle rhythmic forms, emphasizing styles of musical theater as related to tap. (GR/P/NP) (F2)

154 ABCD Pointe and Partnering (1)
One and one-half hours weekly. Prerequisite: Dance 121. 
Acceptable for credit: CSU, UC
Designed for the intermediate level student. Ballet pointe work will be taught for women; while men will work on masculine ballet movement. Techniques for partnering will also be explored. (GR/P/NP) (U)

155 ABCD Pilates-based Body Conditioning (.5)
One and one-half lab hours weekly.
Acceptable for credit: CSU, UC
An introduction to Pilates-based exercise techniques. (P/NP) (A)

156 ABCD Techniques for Stretch and Warm Up (1)
Three hours lab weekly.
Acceptable for credit: CSU, UC
Designed to help students increase range of motion while decreasing injuries associated with improper preparation for physical activities. Students learn to maintain a position for a sustained period of time in order to allow the body to stretch and warm up its muscles. While the class is particularly important for dancers and athletes, all students can benefit. (GR/P/NP) (A)

160 ABCD Clinic in Ballet Forms (.5)
Four hours lab weekly.
Acceptable for credit: CSU
A study of fundamental dance techniques, focusing on building basic stretch and strength for the student. Emphasis on style varies according to the needs of the student. (GR/P/NP) (U)

161 ABCD Clinic in Intermediate Ballet Forms (.5)
Four hours lab weekly. Prerequisite: Dance 120 and 160.
Acceptable for credit: CSU, UC
A study in intermediate dance techniques, focusing on the classical style. (GR/P/NP) (U)

162 ABCD Clinic in Contemporary Forms (.5)
Four hours lab weekly.
Acceptable for credit: CSU, UC
A study of fundamental dance techniques in contemporary forms, emphasizing building stretch and strength and learning rhythmic forms to contemporary music. (GR/P/NP) (U)

163 ABCD Clinic in Intermediate Contemporary Dance Forms (.5)
Four hours lab weekly. Prerequisite: Dance 130 and 162.
Acceptable for credit: CSU, UC
A study of intermediate dance techniques in the contemporary styles. Emphasis on complex rhythmic movements. (GR/P/NP) (U)

164 ABCD Clinic in Modern Forms (.5)
Four hours lab weekly.
Acceptable for credit: CSU, UC
Basic modern dance techniques including warm-ups, locomotor moves, combinations, improvisation, and terminology. A live performance concludes the six-week session. (GR/P/NP) (U)
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours of Lab Weekly</th>
<th>Notes</th>
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<tbody>
<tr>
<td>165 ABCD</td>
<td>Clinic in Hip Hop (.5)</td>
<td></td>
<td>Four hours</td>
<td>Acceptable for credit: CSU, UC. An introduction to hip hop dance.</td>
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<tr>
<td>167 ABCD</td>
<td>Rhythm Tap (.5)</td>
<td></td>
<td>Three hours</td>
<td>Acceptable for credit: CSU, UC. A study of complex tap rhythms.</td>
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<tr>
<td>168 AB</td>
<td>Clinic in Stretch (.5)</td>
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<td>Four hours</td>
<td>Acceptable for credit: CSU, UC. Designed to help students increase</td>
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<td>range of motion while decreasing injuries associated with improper</td>
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<td>important to dancers and athletes, all students can benefit.</td>
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<tr>
<td>170</td>
<td>Rhythms for Dancers (1)</td>
<td></td>
<td>One-half hour lecture, one hour lab weekly</td>
<td>Acceptable for credit: CSU, UC. The study of music terminology and</td>
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<td>Advisory: Dance 105,</td>
<td>basic rhythms as they relate to dance, including quality and phrasing</td>
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<td>110, 120, or 130 is</td>
<td>and extensive practice in counting and moving to music.</td>
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<td>recommended.</td>
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<tr>
<td>171 ABCD</td>
<td>Dance Composition/Choreography (3)</td>
<td></td>
<td>One hour lecture,</td>
<td>Acceptable for credit: CSU, UC. An exploration of movement</td>
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<td>three hours lab</td>
<td>expression through improvisation and choreographic exercises, using</td>
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<td>weekly. Advisory:</td>
<td>music, rhythm, space, time, emotions, props, and sets. Students have</td>
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<td>Dance 110, 120 or</td>
<td>an opportunity to work on a choreographic piece as a complete</td>
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<td>130.</td>
<td>concert piece. (GR/P/NP) (S1)</td>
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<tr>
<td>172 ABCD</td>
<td>Ballroom Dance (.5)</td>
<td></td>
<td>Three hours</td>
<td>Acceptable for credit: CSU, UC. Basic ballroom dances including the</td>
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<td>lab weekly.</td>
<td>rumba, cha-cha, fox trot, waltz, tango and swing. (P/NP) (F,S,U)</td>
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<tr>
<td>173 ABCD</td>
<td>Choreography (3)</td>
<td></td>
<td>One hour lecture,</td>
<td>Acceptable for credit: CSU, UC. An exploration of movement</td>
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<td>three hours lab</td>
<td>expression using intermediate-level choreographic exercises. Students</td>
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<td>weekly. Prerequisite:</td>
<td>will work on several choreographic projects. (GR) (A)</td>
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<tr>
<td>174 ABCD</td>
<td>Complex Ballroom Rhythms (.5)</td>
<td></td>
<td>Three hours</td>
<td>Acceptable for credit: CSU, UC. A study of complex ballroom</td>
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<td>lab weekly (eight</td>
<td>dances. (P/NP) (A)</td>
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<td>weeks). Advisory:</td>
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<tr>
<td>175 ABCD</td>
<td>Salsa, Swing, and Two-Step (.5)</td>
<td></td>
<td>Three hours</td>
<td>Acceptable for credit: CSU, UC. An introduction to the specific styles</td>
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<td>lab weekly (eight</td>
<td>of salsa, swing, and two-step as social dance forms. (P/NP) (U)</td>
</tr>
<tr>
<td>176 ABCD</td>
<td>Choreography Field Work (2)</td>
<td></td>
<td>Twelve hours</td>
<td>Acceptable for credit: CSU. Designed to give the intermediate-level</td>
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<td>lab weekly (eight</td>
<td>dance student projects in choreography that will lead to a</td>
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<td>weeks.</td>
<td>performance. (GR) (U)</td>
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<tr>
<td>178 ABCD</td>
<td>Latin and Jitterbug Dance Forms with Lifts (.5)</td>
<td></td>
<td>Three hours</td>
<td>Acceptable for credit: CSU, UC. A study of complex Latin and</td>
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<td></td>
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<td></td>
<td>lab weekly (eight</td>
<td>jitterbug dance forms. Partner lifts will be explored. (P/NP) (A)</td>
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<td>weeks.</td>
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| 179 Workshops | in Dance (.5-10)                                 |         | Eleventh and one-half | For course description see "Workshops."
|               |                                                  |         | hours lab weekly.   |                                                                     |
| 180 ABCD      | Performance Lab (3)                              |         | Eleven and one-quarter | Limitation on Enrollment: Audition. Provides an opportunity for       |
|               |                                                  |         | hours lab weekly.   | students to utilize all the performance and choreographic skills in   |
|               |                                                  |         | Prerequisite: Dance  | dance performance, including performing on campus in informal concerts |
|               |                                                  |         | 175.                | and in a major concert in the college theatre. (GR) (F,S)           |
| 181 ABCD      | Ensemble Summer Production (2)                   |         | Eleven hours lab    | Provides the opportunity for the career-oriented dance performer to   |
|               |                                                  |         | weekly. Limitation  | work in a repertory company culminating in a main stage concert. The  |
|               |                                                  |         | on Enrollment:      | student will be challenged with the rigors of professional experience |
|               |                                                  |         | Audition.           | among practicing professional artists who collaborate in choreography, |
|               |                                                  |         |                    | rehearsal, technical preparation, and self analysis. Students may    |
|               |                                                  |         |                    | take Dance 181 and Dance 183 or any combination of the two up to a    |
|               |                                                  |         |                    | total of four classes. (GR) (S)                                     |
| 182 ABCD      | Technical Production Lab (3)                     |         | Nine hours          | Acceptable for credit: CSU, UC. Provides an opportunity for students  |
|               |                                                  |         | weekly.             | to develop and apply technical expertise and skills utilized in dance |
|               |                                                  |         |                    | performance, including lighting, costuming, and set-prop design and   |
|               |                                                  |         |                    | construction. (GR) (F,S)                                           |
183 ABCD Dance Ensemble (3)
Eleven and one-quarter lab hours weekly. (One hundred eighty hours.) Corequisite: Any dance technique class. For students with extensive dance background and performance experience.
Acceptable for credit: CSU, UC
Provides the opportunity for career-oriented dance performers to work with staff and guest artists in the rehearsal and performance experience. Department concerts plus performance in the community comprise the year-round performing activities. Students may take Dance 181 and Dance 183 or any combination of the two up to a total of four classes. (GR) (S)

184 ABCD Summerdance Production (2)
Ninety-six hours lab for one week. Limitation on Enrollment: Audition.
Acceptable for credit: CSU, UC
An introductory course providing the student with an opportunity to experience all the skills used as a performer and choreographer in dance performance. (GR) (U)

185 AB Introduction to Performance Skills (3)
Ten hours lab weekly.
Acceptable for credit: CSU, UC
An introductory skills class in performance techniques. Provides opportunity for students to learn and perfect performing skills used in a dance performance. (GR) (F,S)

186 ABCD Dance Production (2)
Twelve hours lab weekly (eight weeks). Limitation on Enrollment: Audition.
Acceptable for credit: CSU, UC
An opportunity for students to learn and use performance skills necessary to mount a major concert. (GR) (F,S,U)

187 ABCD Folkloric Touring Production (2)
Twelve hours lab weekly (eight weeks). Advisory: Dance 140 or Dance 141.
Acceptable for credit: CSU, UC
Provides an opportunity for students to use their folkloric performance skills in a variety of stage/audience settings. (GR) (F)

189 ABCD Independent Projects in Dance (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

310 Exploring Career Opportunities (3)
One hour weekly (four weeks).
An exploration of dental health career options. Provides information that enables students to make informed decisions about future career pathways. (P/NP) (F,S,U)

314 Introduction to Bio-Dental Science (3)
Three hours weekly. Prerequisite: Completion of requirements for admission to program.
Introduces basic terminology related to human anatomy and physiology with emphasis on head and neck anatomy. Introduces bio-dental sciences: dental nomenclature, embryology, histology, morphology, pathology, microbiology, pharmacology, and preventive dentistry. (GR) (F)

317 Dental Assisting Theory (7)
Seven hours weekly. Prerequisite: Completion of requirements for admission to DA Program. Corequisite: DA 314 and DA 324. Advisory: Minimum reading comprehension START score of 72.
The course prepares the student to provide patient care with emphasis on diagnostic, restorative, and specialty branches of dentistry. Topics include infection control, management of hazardous materials, emergency medical procedures, and management of pain and anxiety. (GR) (F)

318 Basic Dental Assisting Skills (3)
Ten hours weekly. Prerequisite: Completion of requirements for admission to DA Program. Corequisite: DA 314, DA 317, and DA 324. Advisory: Minimum reading comprehension START score of 72.
The course prepares the student to provide patient care with emphasis on diagnostic, restorative, and specialty branches of dentistry. Topics include infection control, management of hazardous materials, emergency medical procedures, and management of pain and anxiety. (GR) (F)

319 Dental Assisting Administrative Skills (3)
Three hours weekly. Prerequisite: Completion of requirements for admission to DA Program. Corequisite: DA 314, 317 and DA 318. Advisory: Minimum reading comprehension START score of 72.
This course is primarily designed for the clinical dental assistant. It includes professional and ethical issues facing the dental professional, and emphasizes compliance with OSHA and HIPAA regulations, as well as professional licensing requirements. Practical applications of business skills are reviewed and developed. These skills include clinical documentation, communication, inventory management, appointment schedules, patient recall systems, and other related administrative duties. Employment strategies are discussed. Dental software is utilized. (GR) (F)

325 Clinical Dental Procedures (3)
Four hours lecture, four hours lab weekly (ten weeks). Prerequisite: Dental Assisting 314, 315, 316, and 324.
Focuses on intra-oral procedures including temporary crowns, temporary restorations, coronal polishing as well as clinical procedures performed by Registered Dental Assistants. Emphasis is also given to the California State Board testing requirements. (GR) (S)

DENTAL ASSISTING

The following dental assisting courses make up the major. A grade of C or better in the designated dental assisting classes is required to progress in the program. To be admitted to the program the student must obtain the official application forms and follow the outlined procedures for enrollment. Upon completion of this program, the student is qualified to take the California Registered Dental Assistant’s Examination.
326 Dental Radiography (4)
Three hours lecture, four hours lab weekly. Prerequisite: Dental Assisting 315 and Dental Assisting 316.

Designed to provide study in principles and procedures related to dental radiography, history, radiation physics and biological effects, protection procedures and safety guidelines. The course includes film identification, processing, mounting and evaluation. Laboratory exposures on a mannequin cover intra-oral techniques for periapical and bitewing films utilizing various techniques and film-holding devices. Clinical exposures of patients are completed with authorization of a licensed dentist, evaluated by faculty and utilized by the dentist for diagnostic purposes. A certificate will be issued to each student who successfully completes the course. (GR) (S)

327 Dental Screening (.5)
Six hours lab weekly (four weeks). Prerequisite: Successful completion of first semester dental assisting courses. Corequisite: Enrollment in second semester dental assisting courses.

Clinical application of dental screening skills. Emphasizes chair-side assisting as well as identifying and recording clinical findings. (GR) (S)

328 Pit and Fissure Sealants (1)
Eight hours lecture, Twenty four hours lab weekly (one week). Prerequisite: Successful completion of first semester dental assisting courses. Corequisite: DA 325, DA 326, DA 329, DA 348, DA 327 or Currently Licensed as a Registered Dental Assistant. Advisory: Minimum Reading Comprehension START Score of 72

The course provides theory and clinical applications of resin materials, pit and fissure sealants, on developing teeth to prevent cavities. Open to currently Registered Dental Assistants who have proof of HBV vaccination, and hold a current CPR card. (GR) (S)

329 Dental Assisting Practicum (5)
Fifteen hours lab weekly. Prerequisite: Successful completion of first semester dental assisting courses. Corequisite: Enrollment in second semester dental assisting courses.

Provides supervised learning experiences in the various applications of dental assisting skills. (GR) (S)

348 RDA - Success Seminar (.5)
Eight hours. Prerequisite: Successful completion of second semester dental assisting program courses.

Designed to prepare students for the written components of the State Board examination. The California State practice act will be reviewed. (GR) (S)

380 ABC Dental Assisting Skills Lab (.5)
One and one-half hours weekly. Corequisite: Enrollment in the dental assisting program.

Open-entry laboratory course designed to provide students with the opportunity to refine and expand skills learned in the corequisite program. Students may repeat the course as they progress through the program. (CR (F,S)

101 Fundamentals of Theatre 1 (10)
Six hours lecture, fourteen hours lab weekly. Prerequisite: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301.

Acceptable for credit: CSU, UC

The required prerequisite to all sophomore theatre arts courses. In a series of lectures, demonstrations, activities, assigned readings, and laboratory projects, the student examines the theatrical synthesis by exploring the elements of theatrical production. Team-taught by the drama faculty, staff and resident and guest artists, the student examines the aesthetics and theory of the drama, the nature of dramatic action, and the arts and crafts vital for communication with an audience. The class explores the interpretation of drama through the art of the actor, with exercises and laboratory projects designed to develop the actor’s vocal, physical, emotional, creative, and intellectual capacities. The class explores the interpretation of the drama through the art of the designer and the technician with lectures, demonstrations, and laboratory projects in the stage craft skills. This course is the equivalent of three units of basic acting, two units of stage craft, two units of voice and speech, two units of dramatic theory, and one unit of movement. (GR) (F)

102 Fundamentals of Theatre 2 (10)
Six hours lecture, fourteen hours lab weekly. Prerequisite: Drama 101.

Acceptable for credit: CSU, UC

A continuation of Drama 101, with emphasis on individual development. (GR) (S)

103 Theatre Appreciation (3)
Three hours weekly.

Acceptable for credit: CSU, UC

Explores theatre as an artistic medium for enhancing understanding of the diversity of the human experience and as a reflection of the development of civilization. Emphasizes the theatre’s relevance to the contemporary world. (GR/P/NP) (A)

104 Introduction to Acting (3)
Three hours weekly.

Acceptable for credit: CSU, UC

An introduction to the techniques of the actor, emphasizing theatre games, improvisation, pantomime, observation, concentration and sense memory. (GR/P/NP) (F,S)

106 Intermediate Acting/Scene Study (3)
Two hours lecture, three hours lab weekly. Prerequisite: Drama 104. Advisory: Eligibility for English 101 or English 301.

Acceptable for credit: CSU, UC

An intermediate study of the acting process as a means to enhance personal expression and promote professional growth. Development of individual insight, skill and discipline in the presentation of dramatic materials through lecture, demonstration, interactive exercises, monologue study and partnered scene work is emphasized. (GR/P/NP) (F,S,U)
110 History of the World Theatre 1 (3)
Three hours weekly. 
Acceptable for credit: CSU, UC
A history of the development of the theatre including its playwrights, structures, and methods of staging and acting from the Greeks to 1642. (GR/P/NP) (S)

111 History of the World Theatre 2 (3)
Three hours weekly. 
Acceptable for credit: CSU, UC
A history of the development of the theatre including its playwrights, structures, and methods of staging and acting from 1642 to the contemporary period. (GR/P/NP) (F)

112 ABCD Theatre Production Lab (3)
Nine hours lab weekly. Limitation on Enrollment: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301.
Acceptable for credit: CSU, UC
The exploration and development of a theatrical production. Students apply the necessary skills for the process of mounting a professional theatrical production. (GR) (F, S, U)

113 ABCD Performance Lab (3)
Eleven and one-fifth hours lab weekly. (One hundred and eighty hours) Prerequisite: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301.
Acceptable for credit: CSU, UC
Required of all acting majors. In this laboratory the student can apply and develop all of the skills utilized in dramatic performance. Absence from a production laboratory meeting is allowed only with prior approval of the instructor. (GR) (F, S, U)

114 ABCD Introduction to Theatre Laboratory (1)
Three hours lab weekly. Prerequisite: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301.
Acceptable for credit: CSU
An opportunity to experience professional theatre by assisting in one of the PCPA production areas: the artistic office, acting, directing, musical direction, choreography, design, production management, marketing, casting, or any of the production shops. (GR/P/NP) (F, S, U)

115 ABCD Repertory Theatre (10)
Thirty-five hours lab weekly. (Five hundred sixty hours) Limitation on Enrollment: Audition or interview.
Acceptable for credit: CSU
The career-oriented theatre student works in every aspect of preparation for a touring multiple-production season. Each student is placed in the repertory company according to proficiency in a major area of emphasis. Areas of study include acting, singing, dance, design, costume crafts, property crafts, lighting, sound and scenery crafts, marketing, house and stage management. Within the framework of preparation for touring repertory theatre, the student is challenged with the rigor of a professional experience among practicing professional artists who collaborate in a program of lecture, rehearsal, technical preparation, self-analysis, and discussion. (GR/P/NP) (U)

118 ABCD Introduction to Technical Theatre Lab (1)
Three hours lab weekly. Limitation on Enrollment: Interview with PCPA Theaterfest's Production Manager.
Acceptable for credit: CSU
An opportunity to experience technical theatre by assisting in one of the PCPA shops (lighting, sound, scenery, costumes, paints, props), the design studio, the stage management office, or on the running crew of a production. (GR/P/NP) (S)

120 Advanced Applied Acting 1 (10)
Six hours lecture, fourteen hours lab weekly. Prerequisite: Drama 102.
Acceptable for credit: CSU, UC
Through a series of lectures, demonstrations, activities, assigned readings, and laboratory projects, the student explores the theatrical synthesis from the specific standpoint of the professional actor. Practical application of basic acting skills in the major theatrical styles, with emphasis on personal acting problems, is supplemented by more intensive classes in vocal skills (including voice production and projection, articulation, use of the International Phonetic Alphabet and Standard American Speech) and body techniques for the actor (including techniques of relaxation, body alignment and concentration of energy, as well as solutions to specific physical problems required of the actor by period styles and production concepts). Script analysis and the techniques for scoring a dramatic text are also covered. The class is taught by the drama faculty and staff in conjunction with resident and guest artists. (GR) (F)

121 Advanced Applied Acting 2 (10)
Six hours lecture, fourteen hours lab weekly. Prerequisite: Drama 120.
Acceptable for credit: CSU, UC
A continuation of Drama 120 with specific emphasis on personal acting problems. (GR) (S)

122 Stage Management (2)
Two hours weekly. Limitation on Enrollment: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301.
Acceptable for credit: CSU
An exploration of basic stage managerial skills for organizing, preparing, and fulfilling theatrical production from the inception through rehearsal and performance. (GR) (F, S)

123 Theatre Graphics (2)
One hour lecture, three hours lab weekly. Limitation on Enrollment: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301.
Acceptable for credit: CSU, UC
Explores the language of drawing and painting for the theatre and the techniques used to communicate visual ideas in the theatre. Hand drawing, the use of basic perspective, working with color, and supporting computer applications are emphasized. (GR) (F, S)
124 Scenery Stagecraft (2)
Two hours lecture, one hour lab weekly. Prerequisite: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301.
Acceptable for credit: CSU, UC
An exploration of stagecraft with an emphasis on the tools and techniques used in set construction. Construction and production safety, commonly used materials, design appropriate building techniques, and understanding blueprints are explored through lecture and hands-on lab application. Required for all technical theatre majors. (GR) (F,S)

125 Properties Stagecraft (2)
Two hours lecture, one hour lab weekly. Limitation on Enrollment: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301.
Acceptable for credit: CSU, UC
An exploration of stagecraft with an emphasis on the tools and techniques used in stage properties design and construction. Integrated construction techniques, commonly used materials, historic research, product resources, and design appropriate building techniques are explored. (GR) (F,S)

126 Script Analysis for Technicians (2)
Two hours lecture. Limitation on Enrollment: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301.
Acceptable for credit: CSU
Explores script analysis for theatrical production. Focus is on the technician's role in the production based on the artistic team's analysis. Techniques used to evaluate and communicate ideas in the theatre are examined. (GR) (F)

136 Theatre Design and Technology – Sets 1 (2)
One hour lecture, three hours lab weekly. Prerequisite: Drama 123.
Acceptable for credit: CSU, UC
The first of two courses that explores fundamental set design and drafting techniques that includes hand drafting, computer applications such as Vectorworks, set model construction, and black and white elevation development. (GR) (F,S)

137 Theatre Design and Technology – Sets 2 (1)
One hour lecture, one hour lab weekly. Prerequisite: Drama 136.
Acceptable for credit: CSU, UC
The second of two courses presenting the techniques used in set design including script analysis, communication techniques with the director, design development, model painting, and paint elevation development. Hand and computer color techniques will be explored. Required for all technical theatre majors. (GR) (F,S)

140 Theatre Design and Technology – Lights 1 (2)
Two hours weekly. Limitation on Enrollment: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301.
Acceptable for credit: CSU, UC
The first of two courses that explores fundamental theatrical lighting terms, tools and equipment. Basic electricity, instrument identification, color media, and production procedures applicable to the use of lights for illumination and practical instruments will be discussed and demonstrated. (GR) (F,S)

141 Theatre Design and Technology – Lights 2 (1)
One hour weekly. Prerequisite: Drama 140.
Acceptable for credit: CSU, UC
The second of two courses that explores theatrical lighting through lighting techniques. Includes design principals, computer applications, the role of the assistant lighting designer, and script analysis appropriate to creating a light plot. (GR) (F,S)

151 Theatre Design and Technology – Costumes 1 (2)
One hour lecture, three hours lab weekly. Limitation on Enrollment: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301.
Acceptable for credit: CSU, UC
The first of two courses that explores the fabrics, tools, and techniques used in costume design. Includes advanced construction techniques, script analysis, communication techniques with the director, costume plot management, design development, and costume rendering techniques. The role of the design assistant and communication processes with the costume shop manager will be discussed. (GR) (F,S)

152 Theatre Design and Technology – Costumes 2 (1)
One hour weekly. Prerequisite: Drama 151.
Acceptable for credit: CSU, UC
The second of two courses that explores the techniques used in costume design. Includes advanced construction techniques, script analysis, communication techniques with the director, costume plot management, design development, and costume rendering techniques. The role of the design assistant and communication processes with the costume shop manager will be discussed. (GR) (F,S)

161 Theatre Design and Technology – Sound 1 (2)
Two hours lecture, one hour lab weekly. Prerequisite: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301.
Acceptable for credit: CSU, UC
The first of two courses that explores the mechanics of sound, the production process for a variety of playback systems, the function and proper use of equipment and start to develop a critical ear is through lecture, demonstration and lab projects. Required for all technical theatre majors. (GR) (F,S)

162 Theatre Design and Technology – Sound 2 (1)
One hour weekly. Prerequisite: Drama 161.
Acceptable for credit: CSU, UC
The second course exploring sound technology that further explores sound design development, implementation and playback systems. Design principals, script analysis, and fine-tuning listening skills will be studied through class discussion, demonstration, and class projects. Required for all technical theatre majors. (GR) (F,S)
165 Scene Painting 1 (1)
One hour weekly. Limitation on Enrollment: Completion of the program application and procedures for enrollment. Advisory: Eligibility for English 101 or English 301. Acceptable for credit: CSU

The first of two courses that explores the tools, techniques and terminology used in the craft of scene painting. Topics include the role of the scenic artist in the production process. (GR) (F, S)

166 Scene Painting 2 (2)
Two hours lecture, one hour lab weekly. Prerequisite: Drama 165. Acceptable for credit: CSU

The second of two courses that explore the technical and aesthetic craft of scene painting with an emphasis on faux painting techniques (techniques which represent real surfaces) trompe l’oeil painting and working from a graphics image. (GR) (F, S)

173 ABCD Project Development in Theatrical Design and Production (1)
Three hours lab weekly. Prerequisite: Drama 124, Drama 125, Drama 136, Drama 140, Drama 151 and Drama 161. Corequisite: Completion of or concurrent enrollment in Drama 177. Acceptable for credit: CSU, UC

An exploration of the aesthetics and theory of theatrical design and production through in-depth study of a design and production component. Team taught by theatre faculty with project work designed to enhance the student’s skill and knowledge in a chosen component and build the portfolio. Project work can result in theoretical studies and designed, created technical prototypes, or production elements created for PCPA productions. (GR) (S)

175 Advanced Scenery Stagecraft (1)
One hour weekly. Prerequisite: Drama 124. Acceptable for credit: CSU, UC

An advanced study of stagecraft techniques and procedures used to construct scenery and scenic elements as they apply to PCPA productions and the industry at large. The role of the technical director and the skills needed to plan, manage, and complete construction of scenic elements will be explored through lecture, demonstration, and assigned projects. Concurrent enrollment in Drama 125 permitted. Required for all technical theatre majors. (GR) (F, S)

176 Advanced Properties Stagecraft (1)
One hour weekly. Prerequisite: Drama 125 Acceptable for credit: CSU, UC

The second of two courses that explore research techniques and organizational systems used to create and manage stage properties for theatrical productions. Internet and library resources, catalog resources, interdepartmental communications, managing a construction calendar, and other complex construction techniques are explored through discussion, demonstration and project work. Required for all technical theatre majors. (GR) (F, S)

177 Scenography (2)
One hour lecture, three hours lab weekly. Prerequisite: Drama 124, Drama 125, Drama 136, Drama 140, Drama 151, and Drama 161. Corequisite: Drama 173. Acceptable for credit: CSU

The study, integration and presentation of technical components as applied to a theatrical production. Provides an opportunity for skills application in a collaborative environment. (GR) (S)

178 ABCD Basic Competencies in Technical Theater (6)
Six hours weekly. Prerequisite: Eligibility for English 301 or English 101 and Math 300. Corequisite: Drama 302.

A four-semester vocational exploration of the crafts of the modern theater. An examination of stagecraft with an emphasis on the tools and techniques used on professional theater. Production safety, construction, materials, tools, communication, theory and practice are explored in a lecture environment. Required for all technical theatrical majors. (GR) (S)

179, 379 Workshops in Drama (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission

For course description see "Workshops."

189 ABCD Independent Projects in Drama (1-3)
Acceptable for credit: CSU, UC-Determined after admission

For course description see "Independent Projects." 199 Topics in Drama (5-3)

Acceptable for credit: CSU, UC-Determined after admission Lecture and/or lab as required by unit formula. Prerequisite/Corequisite/Advisory: Determined by course content. Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (GR) (A)

301 ABCD Actors' Ensemble (6)
Twenty-one hours lab weekly. (Three hundred thirty-six hours) Limitation on Enrollment: Audition.

An opportunity for experienced acting students to participate in an ensemble situation, and to enhance their personal skill levels by interacting with other ensemble members as they perform together in a variety of production styles. (GR) (F, S)

302 ABCD Internship in Technical Theatre (6)
Twenty-one hours lab weekly. (Three hundred thirty-six hours) Limitation on Enrollment: Audition, interview and portfolio review.

A vocational course offering the opportunity for theatre technician/design practitioners to update, develop, and refine their skills in a functioning theatre setting. Under the supervision of the professional staff, the students polish a variety of theatre skills through working with beginning students in the areas of drafting, design aesthetics, stage managing, lighting, scenic production techniques, and all aspects of costuming, properties, and sound production. (GR) (F, S)
102 Child Health, Safety & Nutrition (3)  
Three hours weekly.
This course provides an introduction to the principles, procedures, standards, and laws concerning health, safety and nutrition for young children. Key components regarding the health, safety and nutrition of young children will be identified, analyzed, and applied. Importance of and techniques for collaboration and communication with families and outside agencies will be identified and practiced. This course fulfills the Title 22 requirement for health and safety education for child care workers. (GR/P/NP) (F,S,U)

104 Intro to Early Childhood Ed. (3)  
Three hours weekly.
A study of the historical roots of early childhood education. Examination of career opportunities and the ethical responsibilities involved in the role of the early childhood professional. Introduces developmentally appropriate practice, environments, and teaching strategies that support constructive adult-child relationships that enhance the physical, social, emotional and intellectual development of children. (GR/P/NP) (F,S,U)

105 Education of the Young Child (3)  
Three hours weekly. Prerequisite: Early Childhood Studies 100.
Acceptable for credit: CSU
A lecture and laboratory observation course focusing on cognitive, physical, and solid-emotional characteristics of young children in educational settings. Emphasis is on those philosophical points, which guide the development of curriculum in those settings. (GR/P/NP) (F,S)

106 Creative Practice for Young Children (3)  
Three hours weekly. Prerequisite: Early Childhood Studies 105.
Acceptable for credit: CSU
The study of creative art, music, dance, drama, and literature forms appropriate for children under six. Workshops offer opportunities for student exploration of these forms prior to using them in actual nursery school settings. (GR/P/NP) (F,S)

111 Supervision and Administration (3)  
Three hours weekly. Prerequisite: Early Childhood Studies 106.
Acceptable for credit: CSU
Principles and practices in the supervision and administration of various kinds of nursery schools and child care centers, including program planning, organizational structure, budgeting, personnel administration, legal requirements, and food management. (GR/P/NP) (S)

112 The Preschool Child with Special Needs (3)  
Three hours weekly. Prerequisite: Early Childhood Studies 100.
Acceptable for credit: CSU
Provides an overview of the characteristics of "Special Needs" preschool children, and considers those educational approaches most suited to their particular needs. (GR/P/NP) (S)
113 Early Infant Intervention (3)
Three hours weekly. Advisory: Early Childhood Studies 100 and Early Childhood Studies 112.

Acceptable for credit: CSU

Designed to acquaint students with the characteristics of atypical infants and toddlers, age 0-3 years; assessment; family/professional partnerships; techniques for intervention in developmental areas of sensory regulation, motor control, cognition, language, social, and self-help skills. Explores community and career opportunities in fields related to atypical infant/toddlers: early childhood studies, special education medicine, therapy, social work, aide, and interpreter skills. (GR) (F,S,U)

114 Parent/Child Relationships (3)
Three hours weekly.

Acceptable for credit: CSU

Examines socio-cultural and psychological perspectives on parent/child relationships by investigating typical and atypical child-rearing patterns from infancy. Topics include analysis of developmental issues between parents and children, the nature of permanent relationships, and effective models of parental practices. (GR/P/NP) (F,S)

115 Caring for Infants and Toddlers (3)
Three hours weekly. Advisory: Early Childhood Studies 100.

Acceptable for credit: CSU

Care and education of infants and toddlers, emphasizing environments that facilitate optimum physical, social, and cognitive growth and development as well as positive relationships with families. (GR/P/NP) (F)

116 Multicultural Education for the Young Child (3)
Three hours weekly.

Acceptable for credit: CSU

Explores cultural issues that relate to the education of diverse populations of children, and acquaints students with non-bias multicultural teaching strategies and curriculum suitable for young children. (GR/P/NP) (F,S)

117 Teaching the Bilingual/Bicultural Hispanic Child (3)
Three hours weekly.

Acceptable for credit: CSU

Examines the cultural context of the Spanish-speaking child as well as bilingual/bicultural educational models and offers an overview of the role of the teacher, instructional aide, and parents in the educational process. (GR/P/NP) (F)

118 Practicum: Preschool (3)
One-half hour lecture, four and one-half hours weekly.

Prerequisite: ECS 106 with a “C” or better. This course involves 4.5 hours of supervised practicum teaching in the preschool area of the Allan Hancock College Children’s Center lab school. The accompanying seminar focuses on teaching goals and strategies, reflections, insights, accomplishments and challenges specific to working with preschool age children. No concurrent enrollment is allowed in ECS 118 and ECS 119. (GR) (F,S,U)

119 Practicum: Infant/Toddler (3)
One-half hour lecture, four and one-half hours weekly.

Prerequisite: ECS 106 with a “C” or better. This course involves 4.5 hours of supervised practicum teaching in the infant/toddler area of the Allan Hancock College Children’s Center lab school. The accompanying seminar focuses on teaching goals and strategies, reflections, insights, accomplishments and challenges specific to working with infant/toddler age children. No concurrent enrollment is allowed in ECS 118 and ECS 119. (GR) (F,S,U)

120 Mentor Teacher and Adult Supervision (2)
Two hours weekly.

Acceptable for credit: CSU

Emphasizes the role of experienced classroom teachers who function as mentors to new teachers or other adults while simultaneously addressing the needs of children, parents, and other staff. (GR) (F)

121 Family Child Care Business (2)
Two hours weekly.

Acceptable for credit: CSU

Specialized instruction for students who plan to operate a family child care business. Includes California licensing procedures, marketing techniques, contracts and fees, and other aspects of operating an independently-owned business. (GR/P/NP) (F)

122 Positive Child Guidance (3)
Three hours weekly.

This course will explore developmentally appropriate guidance and discipline for children birth through middle childhood. Strategies and techniques for developing and maintaining an encouraging classroom will be studied. The historical perspective of guidance and discipline will be studied as well as new trends, classroom techniques, and teaching strategies. The roles of family, community, and school in the encouraging classroom and the development of a child’s democratic life skills will be explored. (GR/P/NP) (F,S)

125 Curriculum for School-Age Children, 6 to 12 Years (3)
Three hours weekly. Advisory: Early Childhood Studies 100 and Early Childhood Studies 101.

Acceptable for credit: CSU

A study of the developmental needs, appropriate curriculum, and guidance techniques for children 6 to 12 years old in a child-care setting. This course meets Title 22 curriculum requirements for teachers and directors in extended day-care programs. (GR/P/NP) (F)

130 Exploring Teaching (3)
Two hours weekly, forty hours practicum field experience. Advisory: Eligibility for English 101

Acceptable for credit: CSU, UC

Introduces the principles of public education today with an emphasis on the role of the teacher. Examines opportunities, responsibilities, new directions, and rewards in teaching. A forty-hour field experience provides the opportunity to observe and work in a variety of educational settings. Lecture includes the opportunity to reflect on experiences at one or a combination of field experience sites, including elementary, middle and high schools. The course is intended to help students make informed decisions about careers in education. (GR) (F,S)
132 Child Identity and Learning (3)
Two hours lecture, three hours lab weekly. Prerequisite: Early Childhood Studies 100.
Acceptable for credit: CSU
Child development concepts applied to all aspects of the elementary school-age child; special emphasis on multicultural and responsive teacher-child practices, including understanding diverse learning styles, influences of culture and language acquisition. This course is not open to students who are enrolled in or have completed Education 132. (GR) (S)

133 Technology for Educators (3)
Three hours weekly.
Acceptable for credit: CSU
A study of computing technologies afforded young children in preschool and primary-grade classrooms and how these experiences influence children's cognitive, social and physical development. Curricular criteria and strategies for implementation will be explored. This course is not open to students who are enrolled in or have received credit for Education 133. (GR/P/NP) (F,S)

179, 379 Workshops in Early Childhood Studies (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

189 ABCD Independent Projects in Early Childhood Studies (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

301 Parent Education 1 (3)
Two hours lecture, three hours lab weekly. Prerequisite: must have child enrolled in the Parent Child Study Center or Parent Child Workshop.
Course for parents of children enrolled in Allan Hancock Parent Participation Nursery Schools, emphasizing the principles and practices of education in the pre-school as they relate to fundamentals of child development. Student-parents have the opportunity to observe and interact with children as they participate as assistant teachers in the preschool. Interested students are asked to contact program directors for further enrollment information. (GR/P/NP) (F,S)

302 Parent Education 2 (3)
Two hours lecture, three hours lab weekly. Prerequisite: must have child enrolled in the Parent Child Study Center or Parent Child Workshop.
Course for parents of children enrolled in Allan Hancock Parent Participation Nursery Schools, emphasizing child growth and development, child-family-community relations, and explores modern theories and techniques for better understanding themselves and their children. Interested students are asked to contact nursery school directors for further enrollment information. (GR/P/NP) (F,S)

303 Introduction to Blackboard and Child Development Research (1)
Two hours weekly (eight weeks). Advisory: Independent Studies 300.
Provides necessary skills to effectively research child development topics using the Internet. The course is taught online through demonstrations and hands-on computer interactions enabling students to successfully use Blackboard. (GR/P/NP) (F,S)

310 Art for Young Children (.5)
Ten hours.
Designed to familiarize students with the theories and techniques of art for young children. (GR/P/NP)

311 Creating Learning Materials (.5)
Ten hours.
Designed to acquaint students with multicultural teaching strategies and multicultural curriculum materials suitable for use with young children. (GR)

312 Music Activities for Young Children (.5)
Ten hours.
Designed to familiarize students with methods of integrating music activities, such as rhythms, songs, records, and simple musical instruments, into the education of young children. (GR)

315 Discipline: Effective and Caring Approaches (.5)
Eight hours.
Effective and caring approaches to the discipline of young children, emphasizing techniques, which help children become responsible, cooperative, compassionate and self-disciplined individuals. Causes of misbehavior and preventive measures will be explored. (GR)

320 Administration: Staff Leadership (1)
Seventeen hours. Prerequisite: Early Childhood Studies 105. Review of effective leadership styles in the administration of early childhood programs that result in improved staff communication and job performances. (GR)

321 Administration: Professional Ethics (1)
Seventeen hours. Prerequisite: Early Childhood Studies 106. Review of the administrator's ethical responsibilities of children, families, community and society based on the standards recommended by the national Association for the Education of Young Children. (GR)

322 Administration: Parents as Partners (1)
Seventeen hours. Prerequisite: Early Childhood Studies 106. An analysis of set guidelines and strategies for administrators which will focus on the formation of a supportive link between school and home. (GR)

323 Infants and Toddlers in Family Child Care (1)
One hour weekly.
Infant and toddler caregiving strategies for child care professionals. Emphasis will be on skills necessary to provide a nurturing group environment, which supports healthy development in very young children. (GR/P/NP) (S)

359 Institutes in Early Childhood Studies (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course. Exploration of specialized early childhood education topics identified on a periodic basis in conjunction with employment or program/discipline needs. (P/NP) (A)
101 Principles of Economics: Macro-Economics (3)
Three hours weekly. Economics 101 may be taken prior to or concurrently with Economics 102.
Acceptable for credit: CSU, UC
An introduction to aggregate economic analysis. Topics include market systems; economic cycles including recession, unemployment, and inflation; national income accounts; macroeconomics equilibrium; money and financial institutions; monetary and fiscal policy; and international trade and finance. (GR) (F,S,U)

102 Principles of Economics: Micro-Economics (3)
Three hours weekly. Economics 102 may be taken prior to or concurrently with Economics 101.
Acceptable for credit: CSU, UC
An introduction to types of individual economic units. Topics include scarcity, opportunity costs, comparative advantage, supply, demand, elasticity, cost theory, price and output determination under various market structures and factor markets. Related topics such as international trade, public choice, income distribution, externalities and government regulation will also be included. (GR) (F,S,U)

121 Business Economics (3)
Three hours weekly. May be taken prior to or concurrently with Economics 101 or 102.
Acceptable for credit: CSU
An introduction to basic economic analysis and institutions. Macroeconomic analysis of income, employment, price level, and international trade. Microeconomic analysis of demand, production, competitive and noncompetitive product markets, and factor markets. Emphasis is placed on the applications of economic theory in the business environment. This course is not open to students who are enrolled in or have received credit for Business 121. (GR) (F)

130 Consumer and Family Finance (3)
Three hours weekly.
Acceptable for credit: CSU
Designed to assist individuals and/or those working with individuals to analyze and direct their financial affairs. Elements and concepts of financial planning and decision-making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement, and estate planning will be analyzed with an emphasis on application to changing family needs. This course is not open to students who are enrolled in or have received credit for Business 130 or Family and Consumer Sciences 130. (GR/P/NP) (F,S,U)

141 Global Economics (3)
Three hours weekly. Advisory: Completion or concurrent enrollment in Economics 101 or Economics 102, or Economics 121 or Business 121.
Acceptable for credit: CSU, UC
An introduction to international economic issues. Explores why countries trade and addresses the consequences of trade restrictions. Alternative exchange rate systems, factors that cause exchange-rate fluctuations, and the determinants of a country’s balance of trade are covered. Other topics include the politics of trade policy, the impact of trade on the job market, the role of international institutions in the global economy, financial crises, global environmental issues, and international debt problems. This course is not open to students who are enrolled in or have received credit for Business 141 or International Studies 141. (GR/P/NP) (F,S,U)

179, 379 Workshops in Economics (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

130 Exploring Teaching (3)
Two hours weekly, forty hours practicum field experience. Advisory: Eligibility for English 101
Acceptable for credit: CSU, UC
Introduces the principles of public education today with an emphasis on the role of the teacher. Examines opportunities, responsibilities, new directions, and rewards in teaching. A forty-hour field experience provides the opportunity to observe and work in a variety of educational settings. Lecture includes the opportunity to reflect on experiences at one or a combination of field experience sites, including elementary, middle and high schools. The course is intended to help students make informed decisions about careers in education. (GR) (F,S)

132 Child - Identity and Learning (3)
Two hours lecture, three hours lab. Prerequisite: Psychology 101.
Acceptable for credit: CSU
Child development concepts applied to all aspects of the elementary school-age child; special emphasis on multicultural and responsive teacher-child practices, including understanding diverse learning styles, influences of culture and language acquisition. Not open to students who are enrolled in or have completed Early Childhood Studies 132. (GR) (S)

133 Technology for Educators (3)
Three hours weekly.
Acceptable for credit: CSU
A study of computing technologies afforded young children in preschool and primary-grade classrooms and how these experiences influence children’s cognitive, social and physical development. Curricular criteria and strategies for implementation will be explored. This course is not open to students who are enrolled in or have received credit for Early Childhood Studies 133. (GR/P/NP) (F,S)

104 Introduction to Robotics and Mechatronics (3)
Two hours lecture, three hours lab weekly.
Acceptable for credit: CSU
An introduction to robotic control applications. Basic electronics including digital, analog, and microcontroller devices, sensors and transducers, and actuators will be emphasized for automation control. Topics include Basic, Assembly and C language programming for robotic control; interfacing of indicators, switches, sensors and transducers; controlling motion and motors; monitoring and measurement of rotation; measuring light, temperature and conductance; application of navigation and measurement techniques; remote
control applications; mechanical systems; and the control of frequency and sound. This course is not open to students who are enrolled in or have received credit for Computer Electronics 104 or Engineering Technology 104. (GR/P/NP) (F,S)

105 PC Preventive Maintenance and Upgrading (3)
Two hours lecture, three hours lab weekly. Acceptable for credit: CSU
Necessary skills and information needed to make an informed purchase, maintain, upgrade, and evaluate personal computer systems. Students will receive hands-on instruction for performing basic preventive maintenance and the installation of simple upgrades such as adding RAM, installing hard drives, sound cards, etc. Included is the study of soldering techniques, electronic part identification, and safety and system operation. Emphasis will be placed on the student's ability to keep personal computers running at their best performance levels. This course is not open to students who are enrolled in or have received credit for Computer Science 105. (GR/P/NP) (F,S)

106 Network Essentials 1 (3)
Two hours lecture, three hours lab weekly. Advisory: Electronics/Computer Science 105 and either Electronics 125 or Computer Science 141. Acceptable for credit: CSU
First course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router protocol, and network standards; the theory behind the various kinds of network architectures and data transmission methods, and the use of decision-making and problem-solving techniques in applying science, mathematics, and communication concepts to solve networking problems. Instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment. Emphasis will be placed on the Cisco System Certification. This course is not open to students who are enrolled in or have received credit for Computer Science 106. (GR/P/NP) (F,S)

107 Network Essentials 2 (3)
Two hours lecture, three hours lab weekly. Prerequisite: Electronics/Computer Science 106. Acceptable for credit: CSU
Second course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router protocol, and the theory behind the various kinds of network architectures and data transmission methods including network troubleshooting. Emphasis will be placed on the Cisco System Certification. This course is not open to students who are enrolled in or have received credit for Computer Science 107. (GR/P/NP) (F,S)

108 Network Essentials 3 (2)
Three hours lecture, three hours lab weekly (eight weeks). Prerequisite: Electronics/Computer Science 107. Acceptable for credit: CSU
Third course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router protocol, and the theory behind the various kinds of network architectures and data transmission methods. Emphasis will be placed on the Cisco System Certification. This course is not open to students who are enrolled in or have received credit for Computer Science 108. (GR/P/NP) (F,S)

109 Network Essentials 4 (2)
Three hours lecture, three hours lab weekly (eight weeks). Prerequisite: Electronics/Computer Science 108. Acceptable for credit: CSU
The final course in a series designed to provide students with knowledge of and laboratory experiences with current and emerging computer networking technology. Focus will be on LANs, WANs, OSI models, IP addressing and router protocol, and the theory behind the various kinds of network architectures and data transmission methods. Emphasis will be placed on the Cisco System Certification. This course is not open to students who are enrolled in or have received credit for Computer Science 109. (GR/P/NP) (F,S)

110 Fundamentals of DC Circuit Analysis (1.5)
Three hours lecture weekly (eight weeks). Prerequisite: Math 311. Advisory: Concurrent enrollment in Electronics 112. Acceptable for credit: CSU
An introductory study of the nature of electricity, the processes employed in the analysis and documentation of DC electric circuits, and the use of basic electronic testing instruments. Topics include: current, voltage, resistance and power, Ohm's law, series and parallel resistive circuits, Kirchhoff's voltage and current laws, loading effects of meters and supplies, capacitors and inductors, RC and RL time constants, applications of Kirchhoff laws to multiple source and complex series-parallel circuits, determinants and matrices. Mesh analysis, Thévenin, Norton, superposition, maximum power transfer network theorems techniques are covered. This course is not open to students who are enrolled in or have received credit for Electronics 110. (GR/P/NP) (F,S)

111 Fundamentals of DC Circuit Analysis Lab (1)
Six hours lab weekly (eight weeks). Prerequisite: Completion of or concurrent enrollment in Electronics 110. Acceptable for credit: CSU
Provides the student with practical experiences for the comprehension of DC electric concepts introduced in Electronics 111 and to present the proper use of electronic test instrumentation for the measurement of circuit parameters. Safety and troubleshooting concepts are presented in each laboratory assignment. (GR/P/NP) (F,S)

112 Fundamentals of AC Circuit Analysis (1.5)
Three hours weekly (eight weeks). Prerequisite: Electronics 111. Advisory: Concurrent enrollment in Electronics 114. Acceptable for credit: CSU
An introductory study of the nature of electricity, the processes employed in the analysis and documentation of AC electric circuits. Topics include: AC current and voltage; sinusoidal waveforms; phasors and use of the J operator (complex numbers); reactance and admittance; RC, RL, and RLC circuits; Resonance; Filters; circuit theorems in AC analysis; and the use of basic electronic testing instruments. (GR/P/NP) (F,S)
114 Fundamentals of AC Circuit Analysis Lab (1)
Six hours lab weekly (eight weeks). Prerequisite: Electronics 112 and completion of or concurrent enrollment in Electronics 113.
Acceptable for credit: CSU
Provides the student with practical experiences for the comprehension of AC electrical concepts introduced in Electronics 113 and to present the proper use of electronic test instrumentation for the measurement of circuit parameters. Safety and troubleshooting concepts are presented in each laboratory assignment. (GR/P/NP) (F,S)

118 Fund of DC and AC Circuits (3)
Three hours weekly. Prerequisite: Math 311. Corequisite: Concurrent enrollment in Electronics 112 and Electronics 114 or Electronics 119.
Acceptable for credit: CSU
An introductory study of the nature of electricity, the processes employed in the analysis and documentation of DC and AC electric circuits, and the use of basic electronic testing instruments. Topics include: current, voltage, resistance, admittance, resonance, Ohm’s law, series parallel and bridge resistive and reactive circuits, Kirchhoff’s voltage and current laws, loading effects of meters and supplies, capacitors, inductors, filters, RC and RL time constants, applications of Kirchhoff laws to multiple source series-parallel circuits, complex numbers and network theorems. (GR/P/NP) This course is not open to students who are enrolled in or have received credit for Electronics 111. (GR/P/NP) (F,S)

119 Fund of AC and DC Circuits Lab (2)
Six hours lab weekly. Prerequisite: Completion of or concurrent enrollment in Electronics 118.
Acceptable for credit: CSU
Practical experience for the comprehension of DC and AC electrical concepts introduced in Electronics 118 and also presents the proper use of electronic test instrumentation for the measurement of circuit parameters. (GR) (F,S)

122 Electronic Devices and Circuits (3)
Three hours weekly. Prerequisite: Electronics 118 and 119. Advisory: Concurrent enrollment in Electronics 123.
Acceptable for credit: CSU
Introductory study of semiconductor devices and systems. Includes detailed analysis of Diodes, BJTs and FET’s, thyristors and optoelectronic components, and linear integrated circuits. (GR) (F)

123 Electronic Devices and Circuits Lab (2)
Six lab hours weekly. Prerequisite: Electronics 118 and 119 and completion of or concurrent enrollment in Electronics 122.
Acceptable for credit: CSU
Provides the opportunity for students to apply theoretical semiconductor concepts in a laboratory environment with an emphasis on Diodes, BJTs, FET’s, thyristors, optoelectronic devices, and linear integrated circuits. (GR) (F)

125 Digital Devices and Circuits (3)
Three hours weekly. Prerequisite: Electronics 118 and 119.
Acceptable for credit: CSU
Study of modern logic devices, circuits, and design techniques emphasizing logic families, implementation of devices, combinational and sequential logic circuits, number systems and codes, A/D and D/A conversion, ALU’s, digital computer math techniques, memories, and system design practices and troubleshooting. (GR) (F,S)

126 Digital Devices and Circuits Lab (2)
Six hours weekly. Prerequisite: Electronics 118 and 119. Advisory: Completion of or concurrent enrollment in Electronics 125.
Acceptable for credit: CSU
Digital electronics laboratory designed to parallel Electronics 125. Emphasizes device operation in circuits and networks, and the proper use of standard digital logic test instruments used in the process of troubleshooting and verifying proper circuit operation. (GR) (F,S)

128 Intro to Renewable Energy (3)
Two hours lecture, three hours lab weekly. Prerequisite: Computer Science/Electronics/Engineering Technology 104.
Acceptable for credit: CSU
A study of the principles behind energy generation and conversion that can be applied to modern electrical, mechanical, and chemical devices that use or produce power. Special emphasis will be given to the study of electricity as a renewable energy source. This course is not open to students who are enrolled in or have received credit for Computer Electronics 128 or Engineering Technology 128. (GR/P/NP) (A)

131 Programmable Logic Controllers and Industrial Control Design (3)
Two hours lecture, three hours lab weekly. Prerequisite: Electronics 125 or Computer Science 141.
Acceptable for credit: CSU
A study of the purpose and operating features of a programmable logic controller (PLC). Topics include PLC terminology, architecture, input/output modules, memory, commands for internal relays, on/off timers, up/down counters, use of subroutines, program control, and math instructions. Relay schematics, ladder logic diagrams, and programming of logic controllers are emphasized. Sensing devices and time-driven process sequences will be studied and integrated into control systems. This course is not open to students who are enrolled in or have received credit for Computer Electronics 131 or Engineering Technology 131. (GR/P/NP) (A)

133 Mechatronic Systems 1 (3)
Two hours lecture, three hours lab weekly. Prerequisite: Computer Electronics/Electronics 104.
Acceptable for credit: CSU
A study with hands-on application of the mechanical engineering, electronics, computer programming and electromechanical concepts (mechatronics) in the production of goods and services. Emphasis is on how a wide variety of technical elements fit into industrial applications. Topics include transducers and sensors for light, heat, motion, pressure and position; switching devices; input and output signal conditioning; continuous, closed-loop, and proportional integral derivative process control; and safety. This course is not open to students who are enrolled in or have received credit for Computer Electronics 133 or Engineering Technology 133. (GR/P/NP) (A)
135 Electronic Measurement and Instrumentation (3)
Three hours weekly. Prerequisite: Electronics 122, 123, 125, and 126. Advisory: Concurrent enrollment in Electronics 136 is recommended.
Acceptable for credit: CSU
Designed to familiarize students with operating principles and characteristics of basic electronic testing equipment as well as advanced specialized measuring instruments. Methods of operation and calibration of these devices are covered including on overview of Automated Test Equipment (ATE) systems. (GR) (F)

136 Electronic Measurement and Instrumentation Lab (2)
Six hours lab weekly. Prerequisite: Electronics 122, 123, 125, 126. Corequisite: Electronics 135.
Acceptable for credit: CSU
Provides hand-on laboratory experience for the study and construction of electronic testing instruments. The student is introduced to many different types of testing equipment currently used by the electronics industry. (GR) (F)

139 Electrical Power, Motors, and Controls (3)
Two hours lecture, three hours lab weekly. Prerequisite: Electronics 122 and Electronics 125 or Computer Science 141.
Acceptable for credit: CSU
A study of electronics, signal communication and power technology that support efficient manufacturing processes for various industries. Topics include motors, their drives and controls, power electronics, PLCs, and communications networks used to monitor industrial processes. This course is not open to students who are enrolled in or have received credit for Computer Electronics 139 or Engineering Technology 139. (GR/P/NP) (A)

146 Electronic Product Design, Fabrication and Documentation (2)
One hour lecture, three hours lab weekly. Prerequisite: Electronics 122 or Electronics 125.
Acceptable for credit: CSU
A study of product fabrication emphasizing mechatronic applications and designs. Topics include the design process; CADD drawings, schematics, diagrams, and support graphic requirements; printed circuit board layout and population techniques; technical writing; project documentation requirements; surface mount technologies; prototyping; printed circuit board testing, troubleshooting, and final documentation emphasizing hands-on experiences. The use of industry standard computer aided drafting and support software will be studied and utilized in all phases of documentation through camera ready artwork. (GR/P/NP) (S)

162 Fluid Power and Control (2)
Two hours weekly.
Acceptable for credit: CSU
An introduction to the generation, control and basic applications of hydraulics and pneumatics force and motion systems. Topics include safety, properties of and forces in liquids, pumps, motors, valves, reservoirs, strainers, filters, accumulators, basic diagramming, system design and troubleshooting. This course is not open to students who are enrolled in or have received credit for Computer Electronics 162 or Engineering Technology 162. (GR/P/NP) (A)

179, 379 Workshops in Electronics (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

189, 389 ABCD Independent Projects in Electronics (1-3)
189 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

199 Topics in Electronics (.5-3)
Acceptable for credit: CSU, UC-Determined after admission
Lecture and/or lab as required by unit formula. Prerequisite/Corequisite/Advisory: Determined by course content.
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (P/NP) (A)

320 A+ Certification (2)
Two hours lecture, two hours lab weekly. Advisory: Electronics/Computer Science 105.
Computer repair and maintenance with a focus on preparations required for achieving the industry standard CompTIA A+ Certification. The "hands-on" study includes the A+ Core Test Domains and the Windows/DOS Test Domains. This course is not open to students who are enrolled in or have received credit for Computer Science 320. (GR/P/NP) (F,S)

332 Wireless Network Administrator (3)
Two hours lecture, three hours lab weekly.
A study of the basic concepts and technologies of wireless data networking. Includes basic RF theory, WiFi infrastructure, link budget math, troubleshooting techniques, site survey skills, and security measures. Prepares students to take the CWNA Certification Exam at Prometric Testing Centers. This course is not open to students who are enrolled in or have received credit for Computer Science 332. (GR/P/NP) (F,S) (GR/P/NP) (A)

333 Intro to Network Security (2)
One hour lecture, three hours lab weekly. Prerequisites: Electronics 106 or Computer Science 106.
A comprehensive overview of network security. General security concepts, communications security, infrastructure security, basics of cryptography, and operational/organizational security will be covered. Prepares students to take the CompTIA Security+ Certification Exam at Prometric or Vue sites. This course is not open to students who are enrolled in or have received credit for Computer Science 333. (GR/P/NP) (F,S)

EMERGENCY MEDICAL SERVICES

102 First Aid and Safety Education (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Prepares the student to recognize and react as "Layperson responder" in assisting victims of accident or sudden illness. Students receive certification in First Aid and CPR. Not open to students who have completed Physical Education 102. (GR/P/NP) (F,S,U)
130 Principles of Emergency Management (3)
Six hours weekly (eight weeks)

Acceptable for credit: CSU

An introduction to the fundamentals of the emergency management system. Topics include the four phases of the emergency management cycle, community-focused hazard analysis, and the connection between planning and emergency management. This course is not open to students who have completed or who are enrolled in Fire Technology 130. (GR) (F,S,U)

134 Internship Seminar (1)
One hour weekly. Corequisite: CWE 136.
Acceptable for credit: CSU; UC-Determined after admission

For course description see "Internships."

300 Introduction to Emergency Medical Services (.5)
Eight hours.

An exploration of the academic and inter-personal expectations required for successful completion of an entry-level EMS academy training program. (GR) (F,S)

301 Emergency Medical Services Academy 1A (EMT) (5)
Four hours lecture, four hours lab weekly plus sixteen hours by arrangement. Prerequisite: Emergency Medical Services 300 and Emergency Medical Services 306. Corequisite: English 302.

This beginning-level academy module meets the US Department of Transportation EMT-Basic National Standard Curriculum for students desiring eligibility for certification. State certification as an EMT-1 is mandated as the minimum level of emergency medical training required to work on any ambulance and for most fire departments. A uniform and other related materials will be required. (GR) (F,S,U)

302 Emergency Medical Services Academy 1B (Advanced) (7)
Five hours lecture, six hours lab weekly. Prerequisite: Emergency Medical Technician 1 Basic Certification or concurrent enrollment in Emergency Medical Services 301. Corequisite: Administration of Justice 341. Advisory: Completion of or concurrent enrollment in English 302.

This advanced academy module prepares the student to apply and expand upon those basic EMT skills introduced in the beginning academy module. Topics include: communication and leadership skills, emergency vehicle operations and driving, patient handling and packaging, assisting paramedic partners, street survival issues, and physical fitness and agility training. An academy uniform, gym suit, and related materials will be required. (GR) (F,S)

303 Paramedic Prep (1.5)
Forty hours (one week).

Designed to prepare students for paramedic study. Topics include the structure and function of the human body as it applies to paramedic-level training. (GR/P/NP) (F,S)

304 EMT Clinical Experience (1.5)
Eight hours lecture, fifty-six hours lab. Prerequisite: Completion of or concurrent enrollment in Emergency Medical Services 301.

Reinforces basic life support emergency medical services skills using a combination of clinical and field experience, classroom instruction, and assisting in college’s emergency medical services training program. Fulfills 24 hours of CEUs towards EMT-1 recertification. (GR/P/NP) (S,U)

306 CPR for Healthcare Providers (.5)
Eight hours.

Instruction for health-care professionals on cardiopulmonary resuscitation (CPR) and automated external defibrillation techniques according to the current American Heart Association standards. Students successfully completing this course are eligible to purchase an American Heart Association Healthcare CPR card. May be repeated as necessary to maintain certification. (GR) (F,S)

307 Wilderness EMS-First Aid and Survival (2)
Two and one-half hours lecture, two and one-half hours lab weekly (eight weeks). Prepares the student to recognize and treat medical emergencies unique to a wilderness or disaster environment. Emphasizes first aid skills and improvisation of emergency equipment. Recommended for emergency responders, outdoor enthusiasts, hikers, and hunters. CEUs for EMT-1 and paramedic are available. (GR/P/NP) (F,S)

309 Basic Trauma Life Support (1)
Eight hours weekly (two weeks).

Presents basic and advanced prehospital concepts and skills including rapid assessment of the critical trauma, patient, treatment for shock and hypoxemia and rapid transport. BTLS certification and 16 hours of CEUs for Emergency Medical Technicians - 1, paramedics, and registered nurses. (GR/P/NP) (F,S)

310 Child Care First Aid and CPR (1)
Eight hours lecture, eight hours lab (one week).

Presents American Red Cross skills necessary to respond to breathing and cardiac emergencies. Pediatric first aid and injury prevention are also covered. The course meets CCR Title-22/CA EMSA requirements for child care providers. Upon successful completion, students will receive an American Red Cross certification in Adult, Infant, Child CPR (valid for 1 year), and a CA Child Care First Aid certificate (valid for 2 years). (GR/P/NP) (F,S)

313 Intermediate Incident Command System for Expanding Incidents for Operational First Responders ICS-300 (1)
Twenty-four hours (one week).

A study of the organizational elements within each section of the ICS, staffing considerations, and reporting relationships. This course meets the standards for the Department of Homeland Security for command and general staff, and operational first responders. This course is not open to students who have completed or who are enrolled in Wildland Fire Technology 303. (P/NP) (F,S)
314 Advanced Incident Command System for Command and General Staff, Complex Incidents and MACS for Operational First Responders ICS-400 (1)

Sixteen hours (one week).
A study of Incident Command System relationships and duties of command staff members, agency representatives, and activation of the command and general staff positions. This course meets the standards for the Department of Homeland Security for command and general staff, and operational first responders. This course is not open to students who have completed or who are enrolled in Wildland Fire Technology 304. (P/NP) (F,S)

315 Ambulance Strike Team Provider (1)
Sixteen hours (one week).
Designed to prepare emergency responders to effectively manage a multi-casualty incident (MCI) utilizing the incident command system. This course is not open to students who have completed Emergency Medical Services 359 – Ambulance Strike Team Provider. (P/NP) (F,S)

316 Ambulance Strike Team Leader (1)
Designed to prepare leaders in the ambulance profession (fire-based and non-fire based) for the role of ambulance strike team (AST) leader. This course is not open to students who have received credit for Emergency Medical Services 359 – Ambulance Strike Team Provider. (P/NP) (F,S)

319 Emergency Response to Terrorism (3)
Three hours weekly.
Enables emergency responders to recognize circumstances and key indicators that may signify a terrorist incident or threat potential. Topics include implementing incident command, self-protective measures, scene security, force protection, and defensive measures associated with biological, nuclear, incendiary, chemical, and explosives incidents. Materials and information relevant to current events on emergency preparedness in terrorist incident management for emergency responders of all disciplines are explored. This course is not open to students who are enrolled in or have received credit for Fire Technology 319. (GR/P/NP) (A)

320 Emergency Medical Response to Hazardous Material Incidents (2)
Eight hours weekly (two weeks).
This course meets the requirements for the State of California CSTI hazardous materials First Responder - Awareness certification and the NFPA 473 standards for a Level-1 EMS responder to hazardous material incidents. Course can be used to meet CEU requirements. (GR/P/NP) (F,S)

321 Advanced Cardiac Life Support (1)
Eight hours weekly (two weeks).
Presents advanced cardiac life support care. Includes American Heart Association ACLS certification and sixteen hours for CEUs for Emergency Medical Technicians-1, paramedics, and registered nurses. (GR/P/NP) (S,U)

322 Pediatric Advanced Life Support (1)
Eight hours weekly (two weeks).
Covers pediatric advanced cardiac life support care. Includes American Heart Association PALS certification and sixteen hours of CEUs for Emergency Medical Technicians-1, paramedics, and registered nurses. (GR/P/NP) (S,U)

325 Lifeguard Certification (2)
Six hours lecture, six hours lab weekly (four weeks). Limitation on Enrollment: American Red Cross requirements for swimming proficiency.
Instruction in the American Red Cross lifeguard training techniques, first aid and CPR skills required to become a poolside or water park lifeguard. Upon successful completion, a student will earn certifications in both American Red Cross Lifeguard Training and CPR for the Professional Rescuer. May be repeated as necessary to maintain certification. (GR/P/NP) (S)

328 Wilderness EMS-Wilderness Travel (1.5)
Six hours weekly (four weeks) and sixteen hours by arrangement.
An introduction to safe and effective wilderness travel for recreational backpackers as well as emergency response personnel responding to rescue situations in remote/wilderness areas. (GR/P/NP) (F,S)

333 Paramedic Theory (10)
Twelve hours lecture, twelve hours lab weekly. Prerequisite: Current California EMT-1 (Basic ) certification. Emergency Medical Services 303, plus a minimum of six months verified experience as an EMT-1 (Basic) responding to emergency medical responses within the past two years or EMS 302.
Advanced life support training in the emergency medical services career structure covering all techniques of anatomy and physiology. Includes cardiovascular, respiratory, pediatric, OB/GYN and traumatic emergency training. This course meets 320 hours of the 1032 hours required to complete paramedic training in the state of California. Course content is based on the guidelines and authority of Title 22, Division 9, of the California Code or regulations and the U.S. Department of Transportation Emergency Medical Technician - Basic Standard National Curriculum. (GR) (F)

337 Wilderness EMS-Aircraft Search Technology and Techniques (2)
Four hours lecture, four hours lab weekly (seven weeks). A study of the basic skills required to perform safe and effective aircraft search techniques during a search and rescue operation in a wilderness or remote location. Sixteen hours of CEUs for emergency medical technicians-1 and paramedics are available. (GR/P/NP) (F,S)

338 Land Navigation (1.5)
Eight hours weekly (three weeks) and four hours by arrangement.
A study of mapping and GPS skills as applied to fire, HazMat and EMS emergency response. Emphasizes interpreting topographic maps and use of both the compass and GPS device. This course is not open to students who are enrolled in or have received credit for Fire Technology 338 or Environmental Technology 338. (GR/P/NP) (F,S)
343 Paramedic Clinical Laboratory (7.5)
Seven hours lecture, twenty-four hours lab weekly (eight weeks). Prerequisite: EMS 333, current CPR certification for health care provider or professional rescuer.

The second phase of paramedic training designed to provide supervised clinical application of cognitive knowledge and skills in acute patient care area for the paramedic student. Opportunities for increasing depth of skill performance and presentation of more advanced skills are provided. (GR/P/NP) (S)

347 Wilderness EMS-Urban, Rural and Wilderness Search and Rescue Management (2)
Four hours lecture, four hours lab weekly (eight weeks).
A study of the basic skills needed to effectively manage a wilderness/remote area search and rescue operation. (GR/P/NP) (F,S)

350 Wilderness EMS-Essentials of Search and Rescue (3)
Six hours weekly plus eight hours by arrangement (eight weeks).
Presents essential skills required for safe and effective search and rescue (SAR) operations conducted by SAR, emergency medical and law enforcement personnel responding in wilderness and remote areas. Includes scope and responsibility of SAR field personnel, responding safely to wilderness and remote environments, lost person behaviors, tracking and working with K-9 search teams. Includes sixteen hours of CEUs for emergency medical technicians-1 and paramedics. (GR/P/NP) (S)

353 Paramedic Field Internship (10)
Thirty hours lab weekly. Prerequisite: EMS 343, current CPR certification for health care provider or professional rescuer.
The third and final phase of paramedic training allows the student to be assigned to an emergency response vehicle with a field preceptor to establish advanced life support patient care responsibilities. Each student must have a minimum of (40) advanced life support contacts during this course. Upon successful completion of this phase of training, the student will become eligible for state certification as an Emergency Medical Technician-Paramedic. (GR) (S)

359 Institutes in Emergency Medical Services (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Training courses focusing on specialized emergency medical service topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. (P/NP) (A)

360 Wilderness EMS-Man Tracking 1 (.5)
Two hours lecture, two hours lab weekly (three weeks).
Develops basic tracking techniques and skills for search and rescue, law enforcement, and emergency medical personnel operating in wilderness and remote areas. Includes tracking and sign cutting techniques tracking equipment, team makeup, maps and GIPS use. POST certified and 8 hours of CEU's for emergency medical technicians-1 and paramedics are available. (GR/P/NP) (S)

362 Wilderness EMS-Man Tracking 2 (.5)
Two hours lecture, two hours lab weekly (three weeks).
Develops tracking techniques and skills for search and rescue, law enforcement, and emergency medical personnel operating in rural, wilderness and remote areas. Includes clue preservation, collecting evidence, clue recognition and classification of footwear. POST certified and 8 hours of CEUs for emergency medical technicians-1 and paramedics are available. (GR/P/NP) (S)

378 Wilderness EMS-EMT Wilderness Transition (2.5)
Eight hours weekly plus ten hours by arrangement (five weeks). Prerequisite: Current EMT-1 certification and professional rescuer or health care provider CPR certification.
Prepares the certified emergency medical technician (EMT) to recognize and treat medical emergencies unique to wilderness and remote environments. Additionally, basic wilderness survival techniques and equipment improvisation training are provided. (GR/P/NP) (F,S)

388 Wilderness EMS-Searching with Canine (K-9) Teams (2.5)
Eight hours weekly (five weeks).
An introduction to the history and training techniques of the canine (K-9) search and rescue teams. Skills used to assist the K-9 handler in the wilderness and remote areas will be covered. (GR/P/NP) (F,S)

401 Emergency Medical Technician 1 (Basic) Refresher (.5)
Twenty-eight hours. Prerequisite: EMT-1 Basic Certification within the past 4 years.
Satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Technician 1 (Basic) refresher training. May be repeated as necessary for the purposes of certification. (GR)

407 Wilderness EMS-First Aid Refresher (.5)
Eight hours. Prerequisite: Emergency Medical Services 307.
Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. May be repeated as often as necessary for the purposes of certification. (GR/P/NP) (F,S)

408 Disaster Survival and Preparedness (.5)
Two hours lecture, two hours lab weekly (four weeks).
A study of essential skills for self-sufficiency during and after catastrophic disasters. Trains community members to function as part of a rescue team as leaders of on-scene volunteers. (GR/P/NP) (F,S)

409 Prehospital Trauma Life Support (PHTLS) Refresher (.5)
Eight hours. Prerequisite: Current PHTLS certification.
Review of prehospital trauma life support basic and advanced concepts and skills. Student receives PHTLS recertification and eight hours of CEUs for emergency medical technicians-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification. (GR/P/NP) (F,S)

410 EMT 1 (Basic Skills Refresher Module A) (.5)
Eight hours.
A review of anatomy, physiology, and medical legal issues for EMT personnel. Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. This course may be repeated as necessary for the purposes of certification. (GR/P/NP) (F,S)
411 EMT 1 (Basic Skills Refresher Module B) (.5)
Eight hours.
A review of scene size-up, patient assessment, and medical emergencies. Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. This course may be repeated as often as necessary for the purposes of certification. (GR/P/NP) (F,S)

412 EMT 1 (Basic Skills Refresher Module C) (.5)
Eight hours.
A review of environmental emergencies and trauma. Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. This course may be repeated as often as necessary for the purposes of certification. (GR/P/NP) (F,S)

413 EMT 1 (Basic Skills Refresher Module D) (.5)
Eight hours. Prerequisite: Emergency Medical Services 410, 411, and 412.
A review of didactic and manipulative skills required for EMT-1 Basic recertification. Satisfies the requirements set forth by Title 2, Division 9 of the California Code of Regulations for Emergency Medical Services. This course may be repeated as necessary for the purposes of certification. (GR/P/NP) (F,S)

414 Advanced Cardiac Life Support (ACLS) Refresher (.5)
Eight hours. Prerequisite: Current American Heart Association ACLS Certification.
Review of cardiac life support care. Student receives American Heart Association ACLS recertification and eight hours of CEUs for emergency medical technicians-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification. (GR/P/NP) (S,U)

415 Pediatric Advanced Life Support Refresher (.5)
Eight hours. Prerequisite: Current American Heart Association PALS Certification.
Review of pediatric advanced life support care. Student receives American Heart Association PALS recertification and eight hours of CEUs for emergency medical technicians-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification. (GR/P/NP) (S,U)

416 Child Care First Aid and CPR Refresher (.5)
Eight hours lecture (one week). Prerequisite: Valid Red Cross child care first aid and CPR certification.
Review of child care first aid and CPR necessary to meet the CCR Title-22/CA EMSA requirements for child care providers. May be repeated as necessary to maintain certification. (GR/P/NP) (F,S)

461 Medical First Responder Update (.5)
Eight hours. Prerequisite: Wildland Fire Technology 302 and completion of or concurrent enrollment in Emergency Medical Services 499 First Responder Medical.
Refresher training for first responders to meet CCR, Title 22 mandated training requirements in basic patient care and stabilization at medical emergencies. This course may be repeated as necessary for the purposes of certification. (GR/P/NP) (S,U)
152 Statics (3)
Three hours lecture, one hour lab weekly. Prerequisite: Math 182 and Physics 161 or Physics 141.
Acceptable for credit: CSU, UC
An analysis of forces on engineering structures in equilibrium. Topics include properties of forces, moments, couples and resultants. Equilibrium conditions, trusses, frames, centroids, area moments of inertia, beams under point and distributed loads, shear and moment diagrams, cables and friction are covered. Engineering modeling and problem solving are emphasized. (GR) (F)

154 Dynamics (3)
Three hours weekly. Prerequisite: Engineering 152 and Math 182.
Acceptable for credit: CSU, UC
An analytical study of the motions of particles and of rigid bodies. Topics include kinematics of particles in 2- and 3-dimensions including relative and constrained motion as well as kinetics of particles and systems of particles; equations of motion, energy, and impulse-momentum methods and collisions. Planar kinematics and kinetics of rigid bodies; absolute and relative motion, center of zero velocity; equations of motions, energy and impulse-momentum methods will also be covered. (GR) (S)

156 Strength of Materials (4)
Four hours weekly. Prerequisite: Engineering 152.
Acceptable for credit: CSU, UC
A study of the stresses, strains and deformations due to various loads on bars, shafts, beams, and pressure vessels. Topics include stress and strain transformation, Mohr’s Circle, ductile and brittle failure theories, and the buckling of columns. (GR) (S)

161 Materials Science (3)
Three hours weekly. Prerequisite: Physics 161 and Chemistry 150.
Acceptable for credit: CSU, UC
An introduction to atomic bonding, crystalline structure and microstructure, and how these structures determine the physical, mechanical, electrical and thermal properties of materials. The course covers metals, ceramics, polymers, composites and semiconductors. Topics include material imperfections, diffusion, mechanical properties, phase diagrams, material selection, processing, heat treatment and strengthening mechanisms. Corrosion phenomena, electrical properties and thermal properties are also covered. (GR) (S)

162 Materials Science Lab (1)
Three hours lab weekly. Corequisite: Engineering 161.
Acceptable for credit: CSU, UC
Laboratory to parallel ENGR 161. Experiments investigating crystalline structures, the mechanical behavior of metals and polymers, cold-working, heat-treatment, material hardness, ductile-to-brittle fracture behavior, fatigue, equilibrium phase diagrams, steel microstructure and corrosion are performed. Computers are used to control test equipment, gather and process data, and visualize microscopic images. (GR) (S)

170 Electric Circuit Analysis (3)
Acceptable for credit: CSU, UC
Basic circuit analysis including circuit laws, resistive circuits, network theorems, op-amp circuits, capacitors and inductors; natural and forced response of RC, RL and RCL circuits, phasors, steady-state AC analysis, and AC power. (GR) (F)

171 Electric Circuit Lab (1)
Acceptable for credit: CSU, UC
Designed to parallel Engineering 170. Experimental verification of circuit analysis concepts. Laboratory exercises include DC, transient, and AC measurements on circuits including resistors, capacitors, inductors, and operational amplifiers. Basic electrical instrumentation is used. (GR) (F)

172 Circuits and Devices (4)
Three hours weekly. Prerequisite: Engineering 170 and Engineering 171. Corequisite: Engineering 173.
Acceptable for credit: CSU, UC
A continuation of circuit analysis and an introduction to electronic devices. Topics include three phase circuits; frequency response; Laplace transforms and applications; Fourier series and Fourier transform; two-port networks; magnetically coupled circuits and transformers; semiconductor physics; characteristics and models of diodes; bipolar junction transistors and field effect transistors; as well as biasing and small signal response of transistors. (GR) (S)

173 Circuits and Devices Lab (1)
Three hours lab weekly. Prerequisite: Engineering 170 and Engineering 171. Corequisite: Engineering 172.
Acceptable for credit: CSU, UC
Designed to parallel Engineering 172. Includes investigation and design of active filters, analysis of two-port networks and transformer circuits, as well as experiments with rectifiers and DC and small signal response of transistor circuits. (GR) (S)

179, 379 Workshops in Engineering (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

189 ABCD Independent Projects (1-3)
Acceptable for credit: CSU; UC-Determined after admission
For course description see "Independent Projects."

100 Computer Aided Drafting and Design (3)
Two hours lecture, three lab hours weekly.
Acceptable for credit: CSU, UC
An introduction to computer-aided drafting and design (CADD) which covers operation of a computer graphics terminal (specifically AutoCAD) to create, modify, delete, transfer, and plot graphic files used to produce complete engineering drawings. (GR/P/NP) (F,S)
104 Introduction to Robotics and Mechatronics (3)
Two hours lecture, three hours lab weekly.
Acceptable for credit: CSU
An introduction to robotic control applications. Basic electronics including digital, analog, and microcontroller devices, sensors and transducers, and actuators will be emphasized for automation control. Topics include Basic, Assembly and C language programming for robotic control; interfacing of indicators, switches, sensors and transducers; controlling motion and motors; monitoring and measurement of rotation; measuring light, temperature and conductance; application of navigation and measurement techniques; remote control applications; mechanical systems; and the control of frequency and sound. This course is not open to students who are enrolled in or have received credit for Computer Electronics 131 or Electronics 131. (GR/P/NP) (A)

111 Technical Drawing (3)
One and one-half hours lecture, four and one-half hours lab weekly.
Acceptable for credit: CSU
Covers use and care of instruments; orthographic projection; detail and assembly drawings, machine drawing; auxiliaries; sections; dimensioning; surface development; shade and shadow. Students are introduced to AutoCad and the use of the computer as a drafting tool. (GR/P/NP) (F,S)

128 Intro to Renewable Energy (3)
Two hours lecture, three hours lab weekly. Prerequisite: Computer Science/Electronics/Engineering Technology 104.
Acceptable for credit: CSU
A study of the principles behind energy generation and conversion that can be applied to modern electrical, mechanical, and chemical devices that use or produce power. Special emphasis will be given to the study of electricity as a renewable energy source. This course is not open to students who are enrolled in or have received credit for Computer Electronics 128 or Electronics 128. (GR/P/NP) (A)

131 Programmable Logic Controllers and Industrial Control Design (3)
Two hours lecture, three hours lab weekly. Prerequisite: Electronics 125 or Computer Science 141.
Acceptable for credit: CSU
A study of the purpose and operating features of a programmable logic controller (PLC). Topics include PLC terminology, architecture, input/output modules, memory, commands for internal relays, on/off timers, up/down counters, use of subroutines, program control, and math instructions. Relay schematics, ladder logic diagrams, and programming of logic controllers are emphasized. Sensing devices and time-driven process sequences will be studied and integrated into control systems. This course is not open to students who are enrolled in or have received credit for Computer Electronics 131 or Electronics 131. (GR/P/NP) (A)

133 Mechatronic Systems 1 (3)
Two hours lecture, three hours lab weekly. Prerequisite: Computer Electronics/Electronics 104.
Acceptable for credit: CSU
A study with hands-on application of the mechanical engineering, electronics, computer programming and electromechanical concepts (mechatronics) in the production of goods and services. Emphasis is on how a wide variety of technical elements fit into industrial applications. Topics include transducers and sensors for light, heat, motion, pressure and position; switching devices; input and output signal conditioning; continuous, closed-loop, and proportional integral derivative process control; and safety. This course is not open to students who are enrolled in or have received credit for Computer Electronics 133 or Electronics 133. (GR/P/NP) (A)

139 Electrical Power, Motors, and Controls (3)
Two hours lecture, three hours lab weekly. Prerequisite: Electronics 122 and Electronics 125 or Computer Science 141.
Acceptable for credit: CSU
A study of electronics, signal communication and power technology that support efficient manufacturing processes for various industries. Topics include motors, their drives and controls, power electronics, PLCs, and communications networks used to monitor industrial processes. This course is not open to students who are enrolled in or have received credit for Computer Electronics 139 or Electronics 139. (GR/P/NP) (A)

140 Engineering Drawing (3)
Two hours lecture, four hours lab weekly. Prerequisite: Engineering Technology 100.
Acceptable for credit: CSU
The principles and application of engineering drawing, including orthographic projections, freehand sketching, pictorial drawings, engineering lettering, dimensioning, sections, auxiliary, surface finish, standard and geometric tolerancing, threads, and fasteners are the core of this course. A computer aided drafting system (CAD) will be used extensively by the student to complete the requirements of this course. (GR/P/NP) (F,S)

145 Advanced Engineering Drawing (3)
One hour lecture, five hours lab weekly. Prerequisite: Engineering Technology 140.
Acceptable for credit: CSU
Use of advanced technical drawing techniques on a CAD system to solve design component problems requiring details and assemblies. The course covers freehand sketching to develop ideas, fabrication and working drawings dimensioned to ANSI standards, including tolerances, title blocks, change orders, symbols and notes. Use of handbooks, ordinations, codes, selection of hardware and materials will be incorporated in each student's individual project. (GR/P/NP) (F,S)
160 Digital Tools for Architecture (3)
Two hours lecture, three hours lab weekly. Advisory: Architecture 111.
Acceptable for credit: CSU
Introduces computer design and presentation skills for architecture students. Topics include image editing, page layout and 3D modeling. This course is not open to students who are enrolled in or have received credit for Architecture 160. (GR/P/NP) (A)

162 Fluid Power and Control (2)
Two hours weekly.
Acceptable for credit: CSU
An introduction to the generation, control and basic applications of hydraulics and pneumatics force and motion systems. Topics include safety, properties of and forces in liquids, pumps, motors, valves, reservoirs, strainers, filters, accumulators, basic diagramming, system design and troubleshooting. This course is not open to students who are enrolled in or have received credit for Computer Electronics 162 or Electronics 162. (GR/P/NP) (A)

179, 379 Workshops in Engineering Technology (5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

189, 389 ABCD Independent Projects in Engineering Technology (1-3)
189 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

330 Print Reading and Interpretation (3)
Three hours weekly.
Prepares students to read engineering drawings and specifications and to enable them to understand the intent of the engineer by interpreting the relationship of two-dimensional drawings with respect to actual objects or projects. This course is not open to students who are enrolled in or have received credit for, Automotive Technology 330, Auto Body 330, or Machine Technology 330. (GR/P/NP) (A)

381 Industrial Mathematics (3)
Three hours weekly. Prerequisite: Eligibility for Math 511.
Designed as the basic mathematics class for the industrial and engineering technology student wishing to gain proficiency in the applications of mathematics to practical situations, including percentage, area, volume, speed ratios of equipment, horsepower, and the essentials of plane trigonometry. This course is not open to students who are enrolled in or have received credit for Auto Body 381, Automotive Technology 381, Machine Technology 381, Maintenance Technology 381 or Welding Technology 381. (GR) (A)

ENGLISH

The English placement test is required for all students prior to enrolling in an English course. A student's level of performance indicates what course or courses are most appropriate for him/her and determines eligibility for certain courses. Candidates for the AA/AS degree may satisfy the English requirement for graduation by successfully completing either English 301 or English 101.

100 Writing in Career/Tech Fields (4)
Four hours weekly. Prerequisite: A recommended placement based on the START process or English 300.
A writing course designed primarily to meet the needs of students pursuing career and technical programs. Readings will be drawn from the disciplines involved so that students master comprehension and critical reading skills in real-world texts. Writing assignments and projects will similarly be based upon the types of critical thinking and analytical writing required in the students' fields of study. Research methods and skills will be emphasized. Meets the written composition graduation requirement for an AHC associate's degree. Students who plan to transfer to a four-year institution will need to take English 101 instead of this course to meet the university's first-year composition requirement. (GR) (A)

101 Freshman Composition: Exposition (4)
Four hours weekly. Prerequisite: A recommended placement based on the START process or English 300 or 301.
Acceptable for credit: CSU, UC
Designed to help students enhance their analytical reading and writing skills using a wide variety of texts. Emphasis is on college-level expository essay construction, communication, and research methods leading to the preparation and writing of a research paper. (GR) (F,S,U)

102 Freshman Composition: Literature (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
Introduces the student to the three major types of creative literature: fiction, drama and poetry, with a view to developing greater critical awareness and polishing the writing skills acquired in English 101. (GR) (F,S,U)

103 Critical Thinking and Composition (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
Designed to fulfill the critical thinking requirement of the Intersegmental General Education Transfer Curriculum. Students will develop critical thinking and reading skills, focusing upon induction, deduction, logical fallacies, and close textual analysis. Emphasizes skills application through writing a sequence of argumentative essays. (GR) (F,S)
104 Technical Writing (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU
Develops written communication skills for industrial, scientific, and technical fields. Emphasis is placed upon audience analysis; technical formats such as reports, summaries, and proposals; collaborative problem solving; research skills; clarity and conciseness of expression. (GR) (F,S)

105 Language and Culture (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An introduction to the study of language and communication in relation to culture. Focus is on the structure, function, and history of language as well as the social, symbolic and practical uses of language. Linguistic concepts, methodologies, and theoretical assumptions will be explored. Topics include language in everyday life and ritual events, socialization, multilingualism, miscommunication, and art-making as cultural activity. This course is not open to students who are enrolled in or have received credit for Anthropology 105. (GR/P/NP) (F,S)

106 AB Creative Writing (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
An introduction to the writing of fiction and verse, offered as a creative outlet for students who like to write and as a step toward greater writing proficiency. (GR/P/NP) (F)

107 AB Arts Magazine 1 (3)
Two hours lecture, three hours lab weekly. Advisory: Eligibility for English 301.
Acceptable for credit: CSU
Offers the opportunity to create original works through reading assignments, class discussions, and written responses to poetry and prose. Provides hands-on training in advertising, fund raising, manuscript selection and editing for a literary arts magazine. (GR/P/NP) (F)

108 AB Arts Magazine 2 (3)
Two hours lecture, three hours lab weekly. Advisory: Eligibility for English 301.
Acceptable for credit: CSU
Offers the opportunity to create original works through reading assignments, class discussions, and written responses to poetry and prose. Provides hands-on training in advertising, fund raising, manuscript selection and editing for a literary arts magazine. (GR/P/NP) (F)

109 Applied Composition for English Tutors (1.5)
One hour lecture, one hour lab weekly. Prerequisite: English 101.
Acceptable for credit: CSU
Designed for students who are interested in tutoring or teaching English. Explores the theory and practice of expository writing with a particular emphasis on understanding how people acquire written language competency and on the skills needed to help in the development of these competencies in others. The lab component affords students the opportunity to observe English teaching and tutoring and to apply skills learned in the course in a supervised tutorial experience. (GR/P/NP) (A)

110 Grammar and Punctuation for College and Career (3)
Three hours weekly. Prerequisite: English 501 or eligibility for English 300.
Acceptable for credit: CSU
Provides a comprehensive review of grammar and mechanics for students who want to increase their understanding of the fundamentals of English. Students will learn to recognize grammatical errors in their writing; to reduce the number of misspelled and misused words; and to write clear, correct, and effective sentences. Students may wish to take this course prior to or concurrently with an English composition course. (GR/P/NP) (A)

115 Writing Fiction (3)
Three hours weekly. Prerequisite: English 101. Advisory: English 106.
This course examines the genre of fiction and the technical skills needed to produce quality student writing. Emphasis is on the structural and aesthetic features of fiction in a workshop-formatted course. Students will read, critique, and create literary fiction. (GR) (F,S)

116 Writing Poetry (3)
Three hours weekly. Prerequisite: English 101. Advisory: English 106.
This course examines the genre of poetry and the technical skills needed to produce quality student writing. Emphasis is on the structural and aesthetic features of poetry in a workshop-formatted course. Students will read, critique, and create literary poetry. (GR) (F,S)

130 American Literature of the 19th Century (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
Surveys American writers of the 19th Century, particularly Poe, Hawthorne, Melville, Whitman, Dickinson, Twain, and Crane. Either one or both semesters of American Literature partially fulfill the humanities requirement of the California State Colleges and Universities. (GR/P/NP) (F)

131 American Literature of the 20th Century (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
Surveys American writers of the 20th Century, particularly Frost, Eliot, Fitzgerald, Hemmingway, and Faulkner. Either one or both semesters of American Literature partially fulfill the humanities requirement of the California State Colleges and Universities. English 130 is not a prerequisite to this course. (GR/P/NP) (S)

132 Literature and Film (3)
Three hours lecture weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
Techniques of literary and film criticism and application of those techniques to films and the literary works which inspired them. Emphasis is given to the critical analysis of the transformations that occur when literary forms are adapted for the screen. (GR/P/NP) (F)
133 Modern Fiction (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
Designed to increase student understanding and enjoyment of modern fiction through a study of selected works by 20th century authors. Selections may vary from semester to semester. English 133 has no geographical boundaries, but includes works by American and English authors, as well as works in translation. (GR/P/NP) (S)

135 Introduction to Poetry (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
Introduces the study of poetry with emphasis on appreciation, understanding, and interpretation through a critical examination of a variety of poets and poems. (GR/P/NP) (S)

137 Children's Literature (3)
Three hours weekly. Prerequisite: One semester of composition (English 300, 301 or 101).
Acceptable for credit: CSU
A study of poetry, folk and fairy tales, fiction, non-fiction and realistic works for children. Emphasis is on exploring modes for bringing this literature to child audiences. (GR/P/NP) (F,S,U)

138 Introduction to Shakespeare (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
Introduction to Shakespeare in which a number of major works are read, with close attention to language, structure, and historical content. (GR/P/NP) (F)

139 Ideas of Difference in Contemporary American Literature (3)
Three hours lecture weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
Primarily through the study of literature, an exploration of the ways in which ideas about race, ethnicity, gender, sexuality, class, and disability have shaped American identities and influenced the course of 20th century American cultural history. Emphasizes contemporary American cultural texts (novel, autobiography, poetry, journalism, and/or drama; film and/or documentary), although lectures and other class materials will link contemporary culture to pertinent historical themes or developments. (GR/P/NP) (F)

144 Literature: The Ancient and Classical World (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
An examination of the ancient epics and classical literature of Mesopotamia, Greece, and Rome. Representative readings will include the Epic of Gilgamesh, The Iliad, The Odyssey, Genesis, Antigone, The Aeneid, and Marcus Aurelius' Meditations. (GR/P/NP) (F)

145 English Literature to 1800 (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
A study of the major British writers in the 14th century to the beginning of the Romantic Period around 1800. The course covers the major works of such writers as Chaucer, Shakes-peare, and Milton, with emphasis on their continuing capacity to talk to us today. (GR/P/NP) (F)

146 English Literature, 1800 to Present (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
A study of the major British writers since 1800. The course covers selected plays, novels, poems, and essays from the outstanding writers of the Romantic and Victorian periods and of the 20th Century, including Wordsworth, Shelley, Keats, Browning, Shaw, Yeats, and Eliot. (GR/P/NP) (S)

148 Hispanic Literature in Translation (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
An introduction to Hispanic literature as translated into English, focusing on the themes and symbols characteristic of such literature. Cultural differences will be explored. Students will read works both critically and analytically. This course is not open to students who are enrolled in or have received credit for Spanish 148. (GR)

179, 379 Workshops in English (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

189 ABCD Independent Projects in English (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

199 Topics in English (.5-3)
Acceptable for credit: CSU, UC-Determined after admission
Lecture and/or lab as required by unit formula. Prerequisite/Corequisite/Advisory: English 101.
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (P/NP) (A)

300 Composition Workshop (4)
Three hours lecture, two hours lab weekly. Prerequisite: A recommended placement based on the START process or English 501.
Designed to prepare students for English 101. Emphasizes writing as process and the relationship of reading strategies and writing skills in composition. Introduces the student to literature, focusing on how literature relates to the students' lives. (P/NP) (F,S,U)

301 Composition: Literature and the Media (3)
Three hours weekly. Prerequisite: A recommended placement based on the START process or English 300 or 305.
Designed to increase the non-transfer student's effectiveness in critical thinking, reading, and writing. Students read and analyze newspapers, magazines, T.V., films, short stories, and poetry with special emphasis on written response. Students who complete satisfactorily will have met the English requirements for the associate degree. (GR) (F,S)
### 302 Writing for Occupational Programs (3)
Three hours weekly. Prerequisite: A recommended placement based on the START process or satisfactory completion of English 300.

A degree-applicable writing course designed to meet the needs of students pursuing coursework in occupational programs. (GR) (F,S)

### 306 ABCD Writing Lab (.5)
One and one-half hours lab weekly. Corequisite: Enrollment in an Allan Hancock College credit course.

Provides students with individualized writing practice with computer-assisted strategies. Not open to students enrolled in English 300, 501 or any other English course with a lab component. (P/NP) (F,S)

### 501 Introduction to Language Arts (4)
Four hours lecture, two hours lab weekly. Prerequisite: A recommended placement based on the START process.

Designed to introduce students to the language arts through intensive reading, writing, speaking, and listening, this course will help develop the critical thinking skills needed to become informed, responsible, successful students. Emphasizes the process approach to reading and writing, and covers the basic study skills needed for success in college. The lab component offers students the opportunity to apply and further develop their reading, writing, and study skills learned in the classroom. (P/NP) (F,S,U)

### 506 Language Arts Studies 1 (4.5)
Four hours lecture, one and one-half hours lab weekly. Limitation on Enrollment: Placement on the CPT for reading and writing.

Provides instruction in reading, writing, critical thinking, speech/communication, and personal development to prepare students for college curriculum. (P/NP) (F,S)

### 507 Language Arts Studies 2 (4.5)
Four hours lecture, one and one-half hours lab weekly. Prerequisite: English 506.

Provides instruction in reading, writing, critical thinking, speech/communication, and personal development to prepare students for college curriculum. (P/NP) (F,S)

### 572 Communication Skills for Non-native Speakers: Speech (3)
Three hours lecture: Advisory: English 540 or English 541 or START placement into Reading 510.

Designed to aid students organize their ideas and improve their ability to speak standard American English. Oral communication skills and language fluency are improved through group and individual speaking activities and assignments. (P/NP) (F,S)

### 574 Communication Skills for Non-native Speakers: Interpersonal (3)
Three hours lecture: Advisory: English 540 or English 541 or START placement into Reading 510.

Provides the skills necessary for students to communicate in standard American English. Practical application of a variety of interpersonal communication behaviors will be used to improve communication abilities. (P/NP) (F,S)

### 531 Reading Skills 1 (4)
Four hours lecture, one hour lab weekly. Prerequisite: Recommended placement based on the ESL START process.

An introduction to reading English as a second language stressing development of basic vocabulary and contextualized reading comprehension at the sentence and paragraph level. Lab orientation required. (P/NP) (F,S,U)

### 532 Writing Skills 1 (4)
Four hours lecture, one hour lab weekly. Prerequisite: Recommended placement based on the ESL START process.

An introduction to writing English as a second language with intensive grammar practice, stressing development of writing skills at the sentence level. Lab orientation required. (P/NP) (F,S,U)

### 534 Reading Skills 2 (4)
Four hours lecture, one hour lab weekly. Prerequisite: Recommended placement based on the ESL START process or English as a Second Language 531.

An intermediate course in reading English as a second language stressing reading at the paragraph and short textual level. Lab orientation required. (P/NP) (F,S,U)

### 535 Writing Skills 2 (4)
Four hours lecture, one hour lab weekly. Prerequisite: Recommended placement based on the ESL START process or English as a Second Language 532.

An intermediate course in writing English as a second language stressing writing at the sentence and basic paragraph level. Lab orientation required. (P/NP) (F,S,U)

### 537 Reading Skills 3 (4)
Four hours lecture, one hour lab weekly. Prerequisite: Recommended placement based on the ESL START process or English as a Second Language 534.

An intermediate course in reading English as a second language stressing reading in short- and medium-length texts in various genres. Lab orientation required. (P/NP) (F,S,U)

### 538 Writing Skills 3 (4)
Four hours lecture, one hour lab weekly. Prerequisite: Recommended placement based on the ESL START process or English as a Second Language 535.

An intermediate course in writing English as a second language stressing writing at the paragraph level in various rhetorical forms. Lab orientation required. (P/NP) (F,S,U)

### 540 Reading Skills 4 (4)
Four hours lecture, one hour lab weekly. Prerequisite: Recommended placement based on the ESL START process or English as a Second Language 537.

An advanced level course in reading English as a second language designed to prepare students for the type of reading they will encounter in mainstream college courses. Lab orientation required. (P/NP) (F,S,U)
541 Writing Skills 4 (4)
Four hours lecture, one hour lab weekly. Prerequisite: Recommended placement based on the ESL START process or English as a Second Language 538.
An advanced level course in English as a second language writing skills designed to prepare the student to use American academic writing style and conventions effectively. Lab orientation required. (P/NP) (F,S,U)

550 Grammar 1 (3)
Three hours lecture, one hour lab weekly.
As basic grammar skills course for beginning to low intermediate level ESL students. Emphasis is on understanding and using elementary grammatical forms in reading, writing, and oral/aural contexts. (P/NP) (F,S,U)

551 Grammar 2 (3)
Three hours lecture, one hour lab weekly.
An intermediate grammar skills course for intermediate level ESL students. Emphasis is on understanding and using intermediate grammatical forms in reading, writing, and oral/aural contexts. (P/NP) (F,S,U)

552 Grammar 3 (3)
Three hours lecture, one hour lab weekly. Advisory: English as a Second Language 551.
An advanced grammar skills course for advanced level ESL students. Emphasis is on understanding and using advanced grammatical forms in reading, writing, and oral/aural contexts. (P/NP) (F,S,U)

555 Pronunciation Skills (3)
Six hours weekly (eight weeks). Advisory: Recommended placement in English as a Second Language 537 or 538 or 540 or 541.
A pronunciation skill-course for intermediate to advanced ESL students. (P/NP) (U)

560 Crossroads Café 1 (3)
Three hours weekly.
The first level of a two-level course emphasizing oral comprehension skills for the non-native English language student. Using the multi-media curriculum of Crossroads Café, beginning students improve their English comprehension and think about ideas in their second language as they expand their vocabulary. (P/NP) (F,S)

561 Crossroads Café 2 (3)
Three hours weekly.
The second level of a two-level course emphasizing oral expressive skills for the non-native English language student. Using the multi-media curriculum of Crossroads Café, intermediate to advanced students improve their English expression and state ideas in their second language as they expand their spoken vocabulary. (P/NP) (F,S)

563 Connect with English One (3)
Three hours weekly.
The first of a two-level course emphasizing oral comprehension skills for the non-native English language student. Using the multimedia curriculum of Connect with English, ESL students improve their English comprehension and expand their vocabulary. (P/NP) (F,S)

ENVIRONMENTAL STUDIES

101 Humans and the Environment (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Explores contemporary problems generated by human scientific, social and ethical interaction with the environment. Lectures examine the scope of present environmental problems, possible future impacts, and potential solutions. Topics include human impact on the environment, ecological controversies, ecosystem operation, water and energy perspectives, and values of wilderness preservation. Emphasis is on both local and global dimensions of the above topics. This course is not open to students who are enrolled in or have received credit for Biology 120. (GR/P/NP)

102 Environmental Geology (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A study of humankind’s scientific, social, and ethical interactions with earth systems. Topics include earth processes, geologic hazards, the earth’s renewable and non-renewable resources, and the earth’s ability to accept the products of human waste. This course is not open to students who are enrolled in or have received credit for Geology 141. (GR/P/NP) (F,S)

199 Topics in Environmental Studies (.5-3)
Acceptable for credit: CSU, UC-Determined after admission
A study of current and emerging environmental issues from both local and global perspectives. Topics may be chosen from the following: pollution, renewable vs. non-renewable resources, pollution and global climate change, pollution and water quality, pollution and biodiversity, pollution and fisheries, pollution and agriculture, pollution and global food production. Lab enrollment will be determined by unit formula. Eligibility for enrollment will be determined by content of course. Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (GR/P/NP) (A)

ENVIRONMENTAL TECHNOLOGY

101 Introduction to Environmental Hazardous Materials Technology (3)
Three hours weekly.
Acceptable for credit: CSU
A general overview of the environmental hazardous materials technology area. The history of pollution leading to current legislation, environmental effects of pollution, and a survey of the regulatory framework will be presented. Career opportunities in the areas of handling and management of hazardous substances will be discussed. (GR) (A)
150 Hazardous Materials General Site Worker - Forty Hours (2)
Twenty hours lecture, twenty hours lab.
Acceptable for credit: CSU
Designed to facilitate employer compliance with mandated federal and/or state HAZWOPER General Site Worker training requirements. (GR) (A)

151 Hazardous Materials-Site Supervisor (1)
Sixteen hours. Prerequisite: Completion of Environmental Technology 150 or Environmental Technology 162.
Acceptable for credit: CSU
Specialized hazardous waste operations management training including employer’s safety and health program, employee training programs, personal protective equipment program, spill containment program, and health hazard monitoring procedures and techniques (Title 8 CCR 5192). Advancing the HAZWOPER-general site worker training person to the site supervisor level. (GR/P/NP) (F,S)

152 Identification and Assessment of Hazardous Materials (3)
Forty-eight hours.
Acceptable for credit: CSU
A comprehensive technical introduction to the nature of hazardous materials. Includes the principles and mechanics of toxicology as applied to the environment and basic chemical properties and characteristics pertaining to hazardous materials. (GR/P/NP) (F,S)

153 Industrial Safety (1)
Sixteen hours.
Acceptable for credit: CSU
Provides the skills necessary to recognize and prevent health hazards in the workplace. Topics include industrial ventilation, electrical safety, lockout-tagout, bloodborne pathogens, powered industrial trucks, and accidental “root cause” investigation. Overviews of OSHA “Injury and Illness Prevention Program” (IIPP), “Hazard Communication Program”, and hazard assessment requirements are presented. (GR/P/NP) (F,S)

154 Monitoring and Sampling (2)
Thirty-two hours.
Acceptable for credit: CSU
Hazardous substance monitoring and sampling training includes device calibration requirements, date interpretation, and “chain of custody”. Provides students with the practical knowledge to recognize and interpret chemical identification utilizing monitoring equipment and technical references. (GR/P/NP) (F,S)

155 Respiratory Protection-Administration (.5)
Eight hours.
Acceptable for credit: CSU
Basic administrative principles and techniques for establishing and maintaining a respiratory protection program in accordance with 8 CCR 5144 and 29 CFR 1910.134. Students learn to critically analyze and determine appropriate respiratory protection and the associated sanitizing, inspection, and maintenance of respiratory protective equipment to develop and apply a respiratory protection program. (GR/P/NP) (F,S)

156 Hazardous Materials First Responder Operational (1)
Sixteen hours.
Acceptable for credit: CSU
Designed to prepare the student to respond to a hazardous materials incident in a safe and defensive within the existing resources and to prevent exposures to nearby persons, property and environments. Meets OSHA requirements under Title 8 CCR 5192 and 29 CFR 1910.120. (GR/P/NP) (A)

157 First Aid for HazMat Workers (.5)
Twenty-four hours.
Acceptable for credit: CSU
Prepares the student to recognize medical emergencies that could occur at work sites involving hazardous materials. Emphasizes basic first aid skills needed to medically support Hazmat work activities and to treat injuries and illnesses until trained emergency response personnel arrive. (GR/P/NP) (F,S)

158 Hazardous Waste Minimization and Emissions Reduction (1)
Sixteen hours.
Acceptable for credit: CSU
Presents principles of waste reduction and cleaner production processes to reduce chemical and raw materials losses, manufacturing costs, and waste generation. Provides students with practical techniques for initiating or expanding pollution prevention programs. (GR/P/NP) (F,S)

159 Hazardous Materials and Hazardous Waste Permitting (1)
Sixteen hours.
Acceptable for credit: CSU
Examination of laws, regulations and policies of regulatory agencies at federal, state, and local levels covering the proper management of hazardous substances from generation to disposal. Includes in-depth examination of state hazardous waste control law requirements on Certified Unified Program Agency (CUPA) regulations for facilities permitting and site management. (GR/P/NP) (F,S)

160 Air and Water Pollution Permitting Compliance (2)
Thirty-two hours.
Acceptable for credit: CSU
Prepares the student to recognize and prevent health hazards in the workplace. Topics include industrial ventilation, electrical safety, lockout-tagout, bloodborne pathogens, powered industrial trucks, and accidental “root cause” investigation. Overviews of OSHA “Injury and Illness Prevention Program” (IIPP), “Hazard Communication Program”, and hazard assessment requirements are presented. (GR/P/NP) (F,S)

338 Land Navigation (1.5)
Eight hours weekly (three weeks) and four hours by arrangement.
A study of mapping and GPS skills as applied to fire, HazMat and EMS emergency response. Emphasizes interpreting topographic maps and use of both the compass and GPS device. This course is not open to students who are enrolled in or have received credit for Fire Technology 338 or Emergency Medical Services 338. (GR/P/NP) (F,S)
359 Institutes in Environmental Technology (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Training courses focusing on specialized environmental technology topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. (GR/P/NP) (A)

FAMILY AND CONSUMER SCIENCES

113 Food and Nutrition for Preschoolers (1)
One hour weekly.
Acceptable for credit: CSU
A study of the nutrient and food needs of preschoolers. Covers the nutritional, physiological and psychosocial aspects of feeding as well as the assessment of diets and nutritional status, including practical applications to child care settings such as snack and meal planning, cooking for children, children’s cooking activities, regulations and parent and child nutrition education. Appropriate for parents, child caregivers, and nurses. (GR) (S)

114 Food and Nutrition for Infants and Toddlers (1)
One hour weekly.
Acceptable for credit: CSU
A study of the nutrient and food needs of the infant and toddler. Covers methods to assess physical growth, nutritional status and nutrient intake, appropriate milks and solid foods, common nutrition and feeding problems, the psychosocial aspects of eating behavior and appropriate day care activities, eating environments, and nutrition. Appropriate for parents, child care workers and nurses. (GR) (F)

118 Beverage Management (1)
One hour weekly.
Acceptable for credit: CSU
A study of managing bar and beverage service for profit. Types of beverages (including mixology), equipment, sanitary operations, staffing, promotions, purchasing, storage, inventory, and pricing strategies are discussed. (GR/P/NP) (F)

119 Introduction to the Hospitality Industry (2)
Two hours weekly.
Acceptable for credit: CSU
An overview of the hospitality industry with an emphasis on career perspectives and wages. Topics include the restaurant business, operations and industry organization, issues in food service management, and lodging operations, the hotel business, and the role of service in all sectors. (GR/P/NP) (F)

130 Consumer and Family Finance (3)
Three hours weekly.
Acceptable for credit: CSU
Designed to assist individuals and/or those working with individuals to analyze and direct their financial affairs. Elements and concepts of financial planning and decision-making in the areas of budgeting, taxes, borrowing, money management, consuming, insurance, investments, retirement, and estate planning will be analyzed with an emphasis on application to changing family needs. This course is not open to students who are enrolled in or have received credit for Business 130 or Economics 130. (GR/P/NP) (F,S)

131 Life Management (3)
Three hours weekly.
Acceptable for credit: CSU
Provides individuals with skills for understanding and using internal and external resources to function effectively in our present and future society. Major topics include: effects of cultural forces and future trends on values, standards, and goals; skills for decision making, time, energy, stress, and conflict management; and techniques for improving self-understanding and interpersonal relationships in a culturally diverse society. Students who have received credit for more than three life management modules (Family and Consumer Sciences 331, 332, 333, 334, 335, 336, or 337) may not enroll in this course. (GR/P/NP) (F)

137 Fashion Industry and Marketing (3)
Three hours weekly.
Acceptable for credit: CSU
Explores all levels of the fashion industry including marketing, job market analysis, and careers. Core components are the development of fashion; fashion meaning and terminology; primary markets of materials including textiles, trims, leather, and fur; secondary markets of design and production of apparel, accessories, cosmetics, and home fashions; retail market level including domestic, regional and foreign markets, global sourcing, strategies in fashion retailing; and the auxiliary level of supporting services. (GR/P/NP) (F,S,U)

138 Professional and Personal Apparel Selection (3)
Three hours weekly. Advisory: Eligibility for English 101 or English 301 or concurrent enrollment in English 300 is strongly recommended.
Acceptable for Credit: CSU
Apparel selection for the individual and family based on socio-psychological influences such as culture and fashion; personal body shape and proportions; design guidelines, wardrobe analysis and coordination; and consumer clothing purchasing guides. (GR/P/NP) (F)

139 Textiles (3)
Three hours lecture weekly. Advisory: Eligibility for English 101 or English 301 or concurrent enrollment in English 300 is strongly recommended.
Acceptable for Credit: CSU, UC
A consumer-oriented analysis of textile products used in the apparel and interiors industries today, including fibers, yarn, construction, fabric construction, dyeing, finishing, and labeling. Emphasis is on selection, performance, suitability, and care of textiles. Career opportunities as well as environmental and legal issues are discussed. (GR/P/NP) (S)
140 ABC Apparel Construction (2)
One hour lecture, three hours lab weekly. Prerequisite: Ability to use the basic math skills of addition, subtraction, division, and multiplication of positive whole numbers and fractions is needed.
Acceptable for credit: CSU

159, 359 Institutes in Family and Consumer Sciences (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
159 - Acceptable for credit: CSU, UC-Determined after admission

160 ABCD Independent Projects in Family and Consumer Sciences (1-3)
For course description see "Independent Projects."

161 ABCD Fashion Design/Construction Lab (.5)
One and one-half hours lab weekly. Advisory: Completion of or concurrent enrollment in Family and Consumer Sciences 140.

163 ABCD Fashion Design/Construction Lab (1)
Three hours lab weekly. Advisory: Completion of or concurrent enrollment in Family and Consumer Sciences 140.

170 Interior Design (3)
Three hours lecture, one hour lab weekly.
Acceptable for credit: CSU

171 Interior Design Materials (3)
Three hours weekly. Prerequisite: Ability to use the basic math skills of addition, subtraction, division, and multiplication of positive whole numbers and fractions is needed.
Acceptable for credit: CSU

179, 379 Workshops in Family and Consumer Sciences (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission

189 Topics in Family and Consumer Sciences (.5-3)
Acceptable for credit: CSU, UC-Determined after admission

189 ABCD Independent Projects in Family and Consumer Sciences (1-3)
For course description see "Independent Projects."

360 ABC Fashion Design/Construction Lab (1)
Three hours lab weekly. Advisory: Completion of or concurrent enrollment in Family and Consumer Sciences 140.

361 ABC Fashion Design/Construction Lab (.5)
One and one-half hours lab weekly. Advisory: Completion of or concurrent enrollment in Family and Consumer Sciences 140.

101 Film as Art and Communication (3)
Two hours lecture, two hours lab weekly.
Acceptable for credit: CSU, UC

102 Hollywood and the American Film (3)
Two hours lecture, two hours lab weekly.
Acceptable for credit: CSU, UC
103 Contemporary Latin American Film (3)  
Two and one-half hours lecture, three hours lab weekly.  
Acceptable for credit: CSU, UC  
A study of recent Latino cinema in the Americas in a historical and cultural context. Representation of Latino culture is examined in the context of the global Hollywood structure and in light of various national cinemas. Major social, cultural and aesthetic movements within Latino cinema are explored. (GR/P/NP) (S)

105 Film and Television Writing 1 (3)  
Three hours weekly.  
Acceptable for credit: CSU  
A study of the technique of screenwriting for the conventional narrative film and for television. Students will be required to complete writing exercises, a treatment, and master scenes of a full-length project. (GR/P/NP) (F,S)

106 AB Film and Television Writing 2 (3)  
Three hours weekly. Prerequisite: Film 105.  
Acceptable for credit: CSU  
An advanced course in which students will gain professional insight into scriptwriting techniques for film and television. Designed to provide students with the skills needed for scripting complex narrative stories. (GR/P/NP) (F,S)

107 History of World Cinema (3)  
Three hours weekly.  
Acceptable for credit: CSU, UC  
An examination of the rise of various national cinema movements shaped by conspiring artistic, cultural, and economic factors in the wake of World War II through the modern era. Social, historic and artistic context provided through comparison and contrast to the Hollywood model of filmmaking, as well as the screening and critical analysis of films by noted international directors. (GR/P/NP) (F,S)

109 Introduction to Motion Picture and Video Production (4)  
Three hours lecture, three hours lab weekly.  
Acceptable for credit: CSU, UC - Credit limitation  
An introduction to film and video production techniques, including directing, cinematography, acting, and editing of film. Students make a variety of short Super 8mm films and video projects, which involve story telling, experimental, and documentary techniques. No equipment required. (GR/P/NP) (F,S)

110 Intermediate Motion Pic/Video Prod (4)  
Three hours lecture, three hours lab weekly. Advisory: Film 110.  
Acceptable for credit: CSU, UC - Credit limitation  
A study of field production skills used to create independent cinema. Focuses on producing and directing skills as well as understanding the roles of field production crews. Development of narrative and documentary ideas for field production using both guerrilla and conventional set techniques is emphasized. Topics include basic field production techniques including scriptwriting, cinematography, directing and non-linear editing. (GR/P/NP) (S)

111 AB Studio Production (2)  
Three hours lecture and three hours lab weekly. Advisory: Film 110.  
Acceptable for credit: CSU  
A study of the skills necessary to create a studio television program. Students will conduct research and pre-interviews, develop an outline, conduct on-camera interviews, and shoot coverage shots. Topics include basic studio television production techniques such as scriptwriting, studio directing, and non-linear editing. (GR/P/NP) (F,S)

114 ABCD Local Programming Production Laboratory (2)  
Six hours lab weekly. Prerequisite: Film 112 or approval of instructor.  
Acceptable for credit: CSU  
Provides students with the opportunity to create studio talk shows with field-produced documentary segments. With instructor approval, students may produce long-format documentaries. Shows will air on local cable television. (GR/P/NP) (F,S)

116 AB Intermediate Animation (3)  
Two hours lecture, four hours lab weekly. Prerequisite: Art 115 or Multimedia Arts and Communication 115.  
Acceptable for credit: CSU  
An intermediate experience in 3D-computer animation. This course is not open to students who are enrolled in or have received credit for Multimedia Arts and Communication 116. (GR/P/NP) (F)

117 3D Computer Animation 1 (3)  
Two hours lecture, four hours lab weekly. Advisory: Graphics 111 and 112 or Auto CAD class or experience with graphics or architectural software applications is strongly recommended.  
Acceptable for credit: CSU  
An introduction to 3d modeling and animation, using professional software to create characters, environments and animations on the computer. This course is not open to students who are enrolled in or have received credit for Multimedia Arts and Communication 117. (GR/P/NP) (F,S)

118 AB 3D Computer Animation 2 (3)  
Two hours lecture, four hours lab weekly. Prerequisite: Film 117.  
Acceptable for credit: CSU  
An intermediate experience in 3D-computer animation. This course is not open to students who are enrolled in or have received credit for Multimedia Arts and Communication 118. (GR/P/NP) (A)

120 Introduction to Sound Recording and Mixing (3)  
Two hours lecture, three hours lab weekly.  
Acceptable for credit: CSU  
An introduction to the equipment, terminology and procedures of sound engineering. Combines lectures and demonstrations with hands-on use of equipment. Students will have the opportunity to use professional sound recording and processing equipment in various recording and mix-down situations. This course is not open to students who are enrolled in or have received credit for Music 115. (GR/P/NP) (F,S)
121 Sound Production Techniques (3)
Two hours lecture, three hours lab weekly.
Acceptable for credit: CSU
Explores the use of digital audio software for recording music and producing audio for video projects, as well as the use of digital signal processors for mixing and mastering recordings. This course is not open to students who are enrolled in or have received credit for Music 116. (GR/P/NP) (S)

123 ABCD Directing for the Camera (2)
One hour lecture, three hours lab weekly.
Acceptable for credit: CSU
An opportunity for students interested in directing for film and television to develop or refine their skills. (GR/P/NP) (F,S,U)

125 AB Computer Video Editing (3)
Two hours lecture, three hours lab weekly.
Acceptable for credit: CSU
Presents non-linear video editing including combining clips and digital source materials, editing digital movies, and preparing digital movies for the web. This course is not open to students who are enrolled in or have received credit for Multimedia and Arts Communication 125. (GR/P/NP) (F,S,U)

126 Motion Graphics for Multimedia and Film (3)
Two hours lecture, three hours lab weekly. Advisory: Graphics 111 and Graphics 112 or Film 125.
Acceptable for credit: CSU
Explores new digital approaches for creating and compositing powerful visual imagery for use in film/video, multimedia, and design. Includes integration of graphics, video, text, and sound on desktop computers. This course is not open to students who are enrolled in or have received credit for Multimedia and Arts Communication 126. (GR/P/NP) (F)

127 AB DVD Design and Production (3)
Two hours lecture, three hours lab weekly. Advisory: Film/Multimedia Arts and Communication 125.
Acceptable for credit: CSU
Presents non-linear video editing including advanced post-production techniques and DVD authoring. This course is not open to students who are enrolled in or have received credit for Multimedia and Arts Communication 127. (GR/P/NP) (F)

159 Institutes in Film (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Acceptable for credit: CSU
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (GR/P/NP) (A)

380 ABCD Film Production Lab (1)
Three hours lab weekly. Corequisite: Film 110 or 111 or 112 or 113 or 116 or 117 or 120 or 121 or 123.
An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (P/NP) (F,S)

381 ABCD Film Post Production Lab (1)
Three hours lab weekly. Corequisite: Film 114 or 125 or 126 or 127.
An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (P/NP) (F,S)

386 ABCD Film Festival Production Lab (2)
Six hours weekly.
Provides an opportunity for students to plan for and produce the annual AHC Film Festival. (P/NP) (F,S)

FIRE TECHNOLOGY

101 Fire Protection Organization (3)
Three hours weekly.
Acceptable for credit: CSU
Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services, fire departments as part of local government; laws and regulations affecting fire services, fire service nomenclature, specific protection functions, basic fire chemistry and physics. Fire protection systems and fire strategy and tactics will also be introduced. (GR) (A)

102 Fire Prevention Technology (3)
Three hours weekly. Prerequisite: Completion of or concurrent enrollment in Fire Technology 101.
Acceptable for credit: CSU
Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards. Explores the relationship of fire prevention with fire safety education, and detection and suppression systems. (GR) (A)
103 Fire Protection Equipment and Systems (3)
Three hours weekly. Prerequisite: Completion of or concurrent enrollment in Fire Technology 101.
Acceptable for credit: CSU
Provides information relating to the design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. (GR) (A)

104 Building Construction for Fire Protection (3)
Three hours weekly. Prerequisite: Completion of or concurrent enrollment in Fire Technology 101.
Acceptable for credit: CSU
A study of the components of building construction that relates to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies. (GR) (A)

105 Fire Behavior and Combustion (3)
Three hours weekly. Prerequisite: Completion of or concurrent enrollment in Fire Technology 101.
Acceptable for credit: CSU
Theory and fundamentals of how and why fires start, spread, and how fires are controlled including an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. (GR) (A)

130 Principles of Emergency Management (3)
Six hours weekly (eight weeks)
An introduction to the fundamentals of the emergency management system. Topics include the four phases of the emergency management cycle, community-focused hazard analysis, and the connection between planning and emergency management. This course is not open to students who have completed or who are enrolled in Emergency Medical Services 130. (GR) (F,S,U)

307 Firefighter 1 Academy 1A (6)
Nine hours lecture, seven and one-half hours lab weekly. Prerequisite: Completion of official application forms and procedures for enrollment.
Technical and manipulative training in concepts of fire department organization and operations. Includes fire behavior, building construction, safety, rescue, ropes and knots, hose and appliances, personal protective equipment, and accountability. (GR) (F,S)

308 Firefighter 1 Academy 1B (6)
Eight and one-half hours lecture, eight hours lab weekly. Prerequisite: Fire Technology 307.
Technical and manipulative training in concepts of fire department organization and operations. Includes fire service tools and equipment, wildland, fire protection systems, fire investigation, tactics, ladders, loss prevention, oil fire/LPG control, and forcible entry. (GR) (F,S)

319 Emergency Response to Terrorism (3)
Three hours weekly.
Enables emergency responders to recognize circumstances and key indicators that may signify a terrorist incident or threat potential. Topics include implementing incident command, self-protective measures, scene security, force protection, and defensive measures associated with biological, nuclear, incendiary, chemical, and explosives incidents. Materials and information relevant to current events on emergency preparedness in terrorist incident management for emergency responders of all disciplines are explored. This course is not open to students who are enrolled in or have received credit for Emergency Medical Services 319. (GR/P/NP) (A)

320 Fire Command 1A (2)
Two and one-half hours weekly.
Designed to provide the student with information and experience in command and control techniques used at the scene of an emergency. The course emphasizes decision making; the act of command; the authority or right to command; the personnel, organization structure or area under an individual commander; and the preplanning and training requirements for effective performance as a fire ground supervisor. (GR) (A)

321 Fire Command 1B (2)
Two and one-half hours weekly. Prerequisite: Fire Technology 320.
Designed to provide the student with the information required to direct a fire company in the operations necessary to control a hazardous material emergency. The course emphasizes preplanning, identification and behavior of hazardous materials, resources, tactics, and simulation exercises. (GR) (A)

322 Fire Prevention 1A (2)
Two and one-half hours weekly.
Designed to provide the student with the information required for fire prevention activities in hazardous materials areas. The course emphasizes the responsibilities of fire prevention personnel in code enforcement, and fire causes in flammable and combustible liquid facilities, compressed and liquefied gases facilities, and toxic, reactive and radioactive facilities. (GR) (A)

323 Fire Prevention 1B (2)
Two and one-half hours weekly. Prerequisite: Fire Technology 322.
Designed to provide the student with the information required to make fire prevention inspections in commercial occupancies and public assembly buildings. The course emphasizes building construction and furnishings, occupant load and egress requirements, sprinkler systems, electrical devices, heating and cooking equipment, and detection and alarm systems. (GR) (A)

324 Instructor Training 1A (2)
Two and one-half hours weekly.
Provides the student with information and experience in developing and delivering manipulative instructional materials pertaining to the fire service. The course emphasizes course outlining, developing manipulative lesson plans, developing student performance goals, teaching demonstrations, and testing manipulative performance. (GR) (A)
325 Instructor Training 1B (2)
Two and one-half hours weekly. Prerequisite: Fire Technology 324.
Designed to provide the student with information and experience in developing and delivering technical instructional materials pertaining to the fire service. The course emphasizes course outlining, developing technical lesson plans, developing student performance goals, teaching demonstrations, and testing technical performance. (GR) (A)

326 Fire Management 1 (2)
Two and one-half hours weekly.
Designed to prepare the student to become a manager of a fire company. The course emphasizes the organizational structure and process as well as managerial control, including determining goals and objectives, performing task analyses, evaluating and monitoring performance, and developing communication and coordination skills. (GR) (A)

327 Fire Investigation 1A (2)
Two and one-half hours weekly.
Designed to provide the student with the knowledge required to properly investigate a fire. The course emphasizes investigation of a fire scene, determination of the cause and origin, handling and preservation of evidence, documentation of the scene, and completion of reports. (GR) (A)

328 Fire Investigation 1B (2)
Forty hours. Prerequisite: Fire Technology 327.
Provides students with a deeper understanding of fire investigation enhancing the topics presented in Fire Investigation 1A, and includes discussion of the juvenile fire setter, as well as report writing, evidence collection and preservation procedures. (GR) (A)

329 Fire Prevention 1C (2)
Forty hours. Prerequisite: Fire Technology 328.
Designed to familiarize the student with fire prevention practices pertaining to flammable liquids and gasses. (GR) (A)

332 Fire Command 1C (2)
Forty hours. Prerequisite: Fire Technology 320 and Wildland Fire Technology 302.
Explores the role of the company officer in wildland/urban interface fire organization, safety and survival. (GR) (F,S,U)

338 Land Navigation (1.5)
Eight hours weekly (three weeks) and four hours by arrangement.
A study of mapping and GPS skills as applied to fire, HazMat and EMS emergency response. Emphasizes interpreting topographic maps and use of both the compass and GPS device. This course is not open to students who are enrolled in or have received credit for Emergency Medical Services 338 or Environmental Technology 338. (GR/P/NP) (F,S)

341 Fire Hydraulics (3)
Three hours weekly.
Hydraulic laws and formulas as applied to the fire service, including application of formulas and mental calculations to hydraulic problems, water supply problems, and underwriters' requirements for pumps. Reviews basic mathematics. (GR/P/NP) (A)

359 ABCD Institutes in Fire Technology (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Training courses focusing on specialized fire technology topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. (Grading option varies) (A)

379 Workshops in Fire Technology (.5-10)
For course description see "Workshops."

399 ABCD Topics in Fire Technology (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Provides an opportunity to explore particular aspects of the discipline that are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 399 are not offered on a regular cycle (not within a two-year period). (Grading option varies) (A)

Wildland Fire Technology

The Wildland Fire Technology curriculum offers a variety of options that provide students with multi-component proficiency training for employment with wildland firefighting agencies. Programs are available in Wildland Firefighting Operations, Wildland Firefighting Prevention, Investigation, Prescribed burning, and Wildland Firefighting Logistics, Finance, Planning. The core and prerequisite courses for all options are listed below. Students should contact the program coordinator for information regarding the specific courses necessary for the completion of each option.

101 Wildland Fire Behavior (3)
Three hours lecture weekly. Prerequisite: Wildland Fire Technology 302.
Acceptable for credit: CSU
A study of wildland fire behavior including influences and wildland fire environment factors that lead to making fire behavior predictions. Skills necessary to make spot fire behavior predictions will also be covered. (GR) (S)

102 Wildland Firefighter Safety and Survival (3)
Three hours lecture weekly. Prerequisite: Wildland Fire Technology 302.
Acceptable for credit: CSU
An exploration of the situations and conditions that result in fire shelter deployments, serious injuries and fatalities for wildland firefighters. (GR) (F)

103 Wildland Fire Operations (3)
Three hours lecture weekly. Prerequisite: Wildland Fire Technology 302.
Acceptable for credit: CSU
An exploration of the command structure and operational processes for ground and air operations in the control of wildland fires. (GR) (S)
104 Wildland Public Information Officer, Prevention, and Investigation (3)
Three hours lecture weekly. Prerequisite: Wildland Fire Technology 302.
Acceptable for credit: CSU
Presents the roles and functions of the information officer, emphasizing fire prevention and investigation communications. (GR) (F)

105 Wildland Fire Planning, Logistics, and Finance (3)
Three hours lecture weekly. Prerequisite: Wildland Fire Technology 302.
Acceptable for credit: CSU
Explores the functions of planning, logistics, and finance as related to the control of wildland fires. (GR) (S)

301 Introduction to Incident Command System (I-100) (.5)
Eight hours.
An introductory course designed to acquaint the student with the principles of the Incident Command System, its structure and terminology. (GR/P/NP) (A)

302 Basic Incident Command System (I-200) (.5)
Twelve hours.
A continuation of Wildland Fire Technology 301 providing a basic introduction to the Incident Command System (ICS). Develops the foundation necessary for the student to participate as a member of a wildland fire incident. Topics include the principles and features of ICS, an organizational overview, incident facilities, incident resources, and common responsibilities. (GR/P/NP) (A)

Additional Wildland Firefighting Technology courses

303 Intermediate Incident Command System [I-300] (1.5)
(Not open to students who have completed or who are enrolled in EMS 313)

304 Advanced Incident Command System [I-400] 1
(Not open to students who have completed or who are enrolled in EMS 314)

305 Multi-Agency Coordination .5

306 Incident Command System for Executives .5

Wildland Fire Technology Operations

310 Basic Fire Suppression Orientation [S-110] .5
311 Firefighter Training [S-130] 2
312 Advanced Firefighter Training [S-131] .5
313 Introduction to Wildland Fire Behavior [S-190] .5
314 Initial Attack Incident Commander Type 4 ICT4 [S-200] 1
315 Supervisory Concepts & Techniques [S-201] 1
316 Fire Operations in the Urban Interface [S-205] 2
317 Portable Pumps and Water Use [S-211] .5
318 Wildfire Powersaws [S-212] 1.5
319 Driving for the Fire Service [S-216] 2
320 Interagency Helicopter Training Guide [S-217] 2
321 Crew Boss (Single Resource) [S-230] 1.5
322 Engine Boss (Single Resource) [S-231] .5
323 Dozer Boss (Single Resource) [S-232] 1
324 Tractor Plow Boss [S-233] .5
325 Ignition Operations [S-234] 2
326 Felling Boss [S-235] 1.5
327 Staging Area Manager [J-236] .5
328 Field Observer [S-244] 2
329 Fire Business Management Principles [S-260] 1
330 Basic Air Operations [S-270] 1
331 Helispot Manager [J-272] .5
332 Intermediate Wildland Fire Behavior [S-290] 2
333 Incident Commander, Multiple Resources [S-300] 1
109 Basic Nutrition for Health (3)
Three hours weekly.
Acceptable for credit: CSU
An overview of basic nutrition emphasizing the application of nutrition science to consumer choices for improved health and fitness. Students will assess their own diet quality and will learn to select diets appropriate to their individual lifestyles, inherited health risks, tastes, and needs at all stages of the lifecycle. The course examines current controversies and claims to distinguish fact from fallacy, and assists in adapting research on diet and health to individual needs. (GR/P/NP) (F,S)

110 Nutrition Science (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A survey course in the scientific concepts of nutrition relating nutrient structures, requirements, food sources, functions in basic life processes, and nutrition status to health, fitness, and disease. Included is a computerized diet analysis, an emphasis on individual needs throughout the lifespan, guidelines for consumer decision making, and use of the scientific method to examine current nutrition controversies. (GR/P/NP) (F,S)

112 Nutrition, Weight Management and Eating Disorders (3)
Three hours weekly.
Acceptable for credit: CSU
Examines the psychological, nutritional, and physiological factors, which lead to healthy and unhealthy weight management strategies. Guidelines will be provided for achieving permanent weight control by developing skills and techniques essential to changing eating patterns, behavior patterns, and food preparation methods. Methods for calculating and planning adequate weight loss diets and for implementing appropriate exercise programs will be addressed. Emphasis will be given to the application of these skills to counseling situations. (GR/P/NP) (F)

127 Supervised Field Experience-Food Services (2)
Sixteen hours lecture and seventy-five hours lab (total). Prerequisite: Food, Science & Nutrition 109, Culinary Arts 120, 124, 125, 126.
Acceptable for credit: CSU
Provides the student in the Dietetic Service Supervisor Program with experience in a health care facility where they can observe and participate, with a health care team, in providing nutrition care. Food service management skills such as preparation of therapeutic and modified diet orders are provided by an RD; requisitioning, standardizing recipes, using cycle menus, food receiving, preparation, storage and service, recordkeeping, and communicating are emphasized. The lab hours are by arrangement with the field site and may include twenty five hours in the student's current work facility. (GR) (F)
128 Supervised Field Experience 2-Dietetics (2)
Sixteen hours lecture and seventy-five hours lab (total). Prerequisite: Food, Science & Nutrition 109, Culinary Arts 120, 124, 125, 126.
Acceptable for credit: CSU
Provides the student in the Dietetic Service Supervisor Program with experience in a health care facility where they can observe and participate, with a health care team, in providing nutrition care. Understanding the DSS scope of practice in the preparation of therapeutic and modified diets in order to implement patient nutrition care, tube feeding, patient education monitoring and recordkeeping are emphasized. The lab hours are by arrangement with the field site and may include 25 hours in the student's current work facility. (GR/P/NP) (S)

132 Introduction to Culinology® Professions (3)
Three hours weekly. Advisory: English 301.
Acceptable for credit: CSU
Orientation to careers in dietetics, nutrition science, food science, culinary arts and management, hospitality, food service management, and Culinology®. Career portfolios, professional organizations and publications will be covered. Educational plans will be developed in conjunction with counseling personnel. (GR/P/NP) (F)

133 Introduction to Food Science (3)
Three hours weekly. Prerequisite: Chemistry 120.
Acceptable for credit: CSU
An introduction to the basic principles of food chemistry. Food processing technologies and the government regulation of food processing and labeling are examined. Sensory analysis of foods is evaluated for product quality, along with the factors that affect the quality and preparation of food. The scientific method is emphasized throughout the course. (GR/P/NP) (S)

134 Food, Nutrition, Customs and Culture (4)
Three hours lecture, three hours lab weekly. Advisory: Culinary Arts 120 and Culinary Arts 124.
Acceptable for credit: CSU
A study of the socio-economic, psychological, and anthropological perspectives of traditional and contemporary food preparation within various cultures with an emphasis on American, African, Asian, Middle Eastern, European, and Latin American regions. Global food issues, sanitation and safety practices are addressed. (GR/P/NP) (S)

159, 359 Institutes in Food Science and Nutrition (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
159 - Acceptable for credit: CSU, UC-Determined after admission
Training courses focusing on specialized topics in Family and Consumer Sciences with an emphasis in Interiors, Fashion, or Foods and Nutrition. Content will be identified on a periodic basis in conjunction with employment or program/discipline needs. See the current schedule of classes for topics being offered. (GR/P/NP) (A)

170 Geographic Information Systems (GIS) (.5-3)
Enrolled in or have received credit for Agribusiness 112.
Acceptable for credit: CSU
An introduction to mapping sciences with a primary focus on GIS. Includes the history, structure, uses, hardware and software requirements as well as the basic operation of GIS. Other geographic technologies (aerial photography, remote sensing and global positioning systems) as they relate to GIS are examined. Recommended for those who use or anticipate using any of the many types of data that can be mapped. This course is not open to students who are enrolled in or have received credit for Agribusiness 111. (GR/P/NP) (S)

101 Elementary French (5)
Five hours lecture, one hour lab weekly.
Acceptable for credit: CSU, UC
An introduction to current French, stressing pronunciation, understanding, speaking, writing, and reading the language. In a question and answer format, students receive oral and written practice in sentence structure, vocabulary, and idiomatic French. Includes an introduction to some aspects of the culture of the French-speaking world. (GR/P/NP) (F)

102 Elementary French (5)
Five hours lecture, one hour lab weekly. Prerequisite: French 101 or two years of high school French.
Acceptable for credit: CSU, UC
A continuation of French 101, emphasizing oral and written participation and continuing the cultural introduction to some aspects of French history, art, music, customs, and folklore. (GR/P/NP) (S)

189 ABCD Independent Projects in French (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

111 Global Positioning Systems (GPS) (1)
Six hours weekly (three weeks).
Acceptable for credit: CSU
An introduction to satellite navigation and location using the U.S. global positioning system, NAVSTAR. Topics include fundamentals of cartography (map reading and navigation, map scale, projections and coordinate systems), how satellites can be used to determine accurate location, collection of field location data using a variety of GPS receivers, and entry and display of locational data in a geographic information system (GIS). This course is not open to students who are enrolled in or have received credit for Agribusiness 111. (GR/P/NP) (F)

112 Fundamentals of Mapping with GIS (3)
Acceptable for credit: CSU
An introduction to mapping sciences with a primary focus on GIS. Includes the history, structure, uses, hardware and software requirements as well as the basic operation of GIS. Other geographic technologies (aerial photography, remote sensing and global positioning systems) as they relate to GIS are examined. Recommended for those who use or anticipate using any of the many types of data that can be mapped. This course is not open to students who are enrolled in or have received credit for Agribusiness 112. (GR/P/NP) (F,S)
101 Physical Geography (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A survey of the earth's physical geography focusing on understanding it as a single interconnected system driven by solar energy. Covers the four basic subsystems (atmosphere, hydrosphere, lithosphere, and biosphere), their relationships and interconnections, and our human relationship to them. (GR/P/NP) (F,S)

102 Human Geography (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A historical perspective is used to explore our human role in shaping the earth's cultural landscapes. Globalization and cultural diversity are course themes. Topics include population and migration; the geography of language, religion, and social customs; economic forms; settlements; and resource problems. (GR/P/NP) (F,S)

103 World Regional Geography (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A survey of the world's major geographic regions. The course focuses on both the increasing globalization of the world as well as a movement towards greater emphasis on cultural diversity. (GR/P/NP) (F)

179, 379 Workshops in Geography (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

189 ABCD Independent Projects in Geography (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

131 Geology of California (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An overview of the geologic features and history of California emphasizing an understanding of California's past and present plate tectonic setting, unique landscape features, resources and hazards. (GR/P/NP) (F,S)

141 Environmental Geology (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A study of humankind’s scientific, social, and ethical interactions with earth systems. Topics include earth processes, geologic hazards, the earth's renewable and non-renewable resources, and the earth’s ability accept the products of human waste. This course is not open to students who are enrolled in or have received credit for Environmental Studies 102. (GR/P/NP) (F,S)

179, 379 Workshops in Geology (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

189 ABCD Independent Projects in Geology (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

199, 399 Topics in Geology (.5-3)
Lecture and/or lab as required by unit formula.
199 - Acceptable for credit: CSU, UC-Determined after admission
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified by these numbers are not offered on a regular cycle (not within a two-year period).

108 Design 1 on the Computer (3)
Two hours lecture, four hours lab weekly.
Acceptable for credit: CSU
A basic study of visual design elements and principles, using the computer. This course is not open to students who are enrolled in or have received credit for Art 108. (GR/P/NP) (F,S)

110 Introduction to Graphic Design (3)
Two hours lecture, two hours lab weekly. Prerequisite: Art 110 or Photo 110.
Acceptable for credit: CSU
An introduction to the theories, principles, and techniques of graphic communication as used in commercially printed design, including practice in solving practical visual communications problems from concept to finished product. (GR/P/NP) (F,S)
111 AB  Electronic Imagery Lab  (1)
Four hours lab weekly. Prerequisite: Completion of or concurrent enrollment in Graphics 112.
Acceptable for credit: CSU
Covers the use of color Apple Macintosh computers, color scanners, and a variety of black/white and color printers. Students will explore aspects of desktop publishing, illustration, photographic image manipulation, and still video capture. (GR/P/NP) (F,S)

112 Basic Electronic Imagery  (3)
Three hours lecture, one hour lab weekly. Corequisite: Graphics 111.
Acceptable for credit: CSU
Introduces students to the use of computers in graphic design, photography, and video program development. Students will explore desktop publishing, photographic image manipulation, illustration, and still video manipulation. (GR/P/NP) (F,S)

113 Computer Illustration  (3)
Three hours lecture, one hour lab weekly. Advisory: Graphics 112 is strongly recommended.
Acceptable for credit: CSU
An intermediate course in computer imaging utilizing illustration, paint, and photo-retouch software. Students will explore the electronic image manipulation of original and scanned art and graphic design work in black and white and color. (GR/P/NP) (A)

114 AB  Computer Illustration Lab  (1)
Four hours lab weekly. Prerequisite: Completion of or concurrent enrollment in Graphics 113.
Acceptable for credit: CSU
Lab work in computer imaging utilizing illustration, paint, and photo-retouch software. Students will explore the electronic image manipulation of original and scanned art and graphic design work in black and white and color. (GR/P/NP) (A)

115 Graphics Art Preparation  (3)
Three hours lecture, two hours lab weekly.
Acceptable for credit: CSU
Computer graphic preparation of single and multi-color art and photography for printing and electronic publishing. Included are modern strategies in desktop publishing for products such brochures and booklets. (GR/P/NP) (F,S)

116 Digital Presentation and Portfolio Techniques  (3)
Three hours lecture, two hours lab weekly.
Acceptable for credit: CSU
A study of the application of major digital presentation techniques used in developing effective, professional portfolios in the graphics, photography, computer fine art, architecture, engineering, marketing, and manufacturing industries. Topics include electronic presentations using programs such as PhotoShop and Acrobat. (GR/P/NP) (F,S)

118 Introduction to Web Graphics  (3)
Three hours lecture, two hours lab weekly. Prerequisite: Graphics 111 and Graphics 112.
Acceptable for credit: CSU
Explores the transition from desktop publishing to publishing on the Internet. Topics include computer preparation and optimization of text and imagery that contribute to web site content. Dynamic web page design that promotes interactivity and efficient navigation is stressed. Skills developed in Graphics 111 and 112 are expanded and enhanced. (GR/P/NP) (F1,A)

120 From Desktop to Commercial Reproduction  (3)
Two hours lecture, three hours lab weekly. Prerequisite: Art 110, Photo 110, Graphics 115.
Acceptable for credit: CSU
Provides basic technical training in how desktop publishing translates into commercial printing. Both traditional and digital production skills are used in duplication and offset printing processes. The lab experiences allows for the application of skills learned in Graphics 115 in a practical working environment. (GR/P/NP) (A)

130 3D Modeling for Product Design  (3)
Two hours lecture, four hours lab weekly. Advisory: Graphics 112 or Graphics 113.
Acceptable for credit: CSU
3D modeling for industrial design and animation. Wire frame design operations for 3-dimensional objects will be stressed in a 3d program such as Maya. (GR/P/NP) (F,S)

159 Institutes in Graphics  (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Acceptable for credit: CSU
Training courses focusing on specialized graphics topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. See the current schedule of classes for topics being offered. (GR/P/NP) (A)

160 ABCD Multimedia Lab  (1)
Six hours lab weekly. Corequisite: Completion of or concurrent enrollment in any of the following courses - Graphics 110, 111, 112, 113, 114, 115, or 120.
Acceptable for credit: CSU
An interdisciplinary course in film and graphics which emphasizes hands-on instruction in the application of diverse imaging technologies to the production of work. Provides students with the opportunity to explore and integrate various software and hardware into multimedia presentations. (GR/P/NP) (F,S,U)

179, 379 Workshops in Graphics  (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

189 ABCD Independent Projects in Graphics  (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."
199 Topics in Graphics (.5-3)
Acceptable for credit: CSU, UC-Determined after admission
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (P/NP) (A)

HEALTH EDUCATION

100 Health and Wellness (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Designed to help students assess their health status and use those assessments to change the behaviors that contribute to an unhealthy lifestyle. Students are provided with a broad foundation of knowledge dealing with mental health, stress management, fitness, diet and weight control, prevention and control of communicable and non-communicable diseases, drugs and alcohol, first aid, cancer prevention and control, and the scope of community health services. (GR/P/NP) (F,S,U)

HISTORY

101 World Civilizations to 1600 (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An interdisciplinary, multicultural exploration of the development of the great civilizations: China/Japan, Egypt, Greece/Rome, India, Mesopotamian, and Pre-Columbian. Important ideas, events and discoveries are explored through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for Humanities 101. (GR/P/NP) (S)

102 World Civilizations Since 1500 (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An interdisciplinary, multicultural exploration of the expansion, contraction, and conflicts of the major world civilizations from the 16th century to the present. Focus is on ideas, events, and discoveries that have shaped our world as viewed through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for Humanities 102. (GR/P/NP) (S)

103 East Asian Civilization (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An interdisciplinary, multicultural exploration of the development of the civilizations of East Asia from their origins through the 20th century including China, Japan, and South East Asia. Important ideas, events, and discoveries are explored through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for Humanities 103. (GR/P/NP) (F,S,U)

104 Western Civilization to 1650 (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Surveys the origins, development, and characteristics of Western civilization from earliest times through the period of European exploration and colonization, emphasizing main currents in political, economic, social, intellectual, and scientific history. An effort is made to include some study of the "non-West." This course is not open to students who are enrolled in or have received credit for Humanities 104. (GR/P/NP) (F,S)

105 Western Civilization Since 1650 (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Surveys the development and characteristics of Western civilization from 1600 to the present, emphasizing main currents in political, economic, social, intellectual, and scientific history. Some study of the "non-West" is included. This course is not open to students who are enrolled in or have received credit for Humanities 105. (GR/P/NP) (F,S)

107 United States History - Colonial to 1877 (3)
Three hours weekly.
Acceptable for credit: CSU, UC - Credit limitation
A survey of United States history (New World exploration to 1877) and its method of research through critical thinking involving the economic, political, international, and ethnic factors fundamental for understanding the nation's origins and early development. (GR/P/NP) (F,S)

108 United States History - 1877 to Present (3)
Three hours weekly.
Acceptable for credit: CSU, UC - Credit limitation
A survey of United States history (1877 to the present) through philosophic systems as related to critical thinking involving the political, ethnic, economic, and international factors fundamental for understanding the nation's growth since the Civil War. (GR/P/NP) (F,S,U)

118 United States History (3)
Three hours weekly.
Acceptable for credit: CSU, UC - Credit limitation
A brief survey of United States history (New World exploration to the present), and its method of research through critical thinking involving the economic, political, international, and ethnic factors fundamental for understanding the nation's origins and growth. (GR/P/NP) (F,S,U)

119 History of California (3)
Three hours weekly.
Acceptable for credit: CSU, UC
The history of California from the earliest explorers to the present, with emphasis on major social and cultural themes. (GR/P/NP) (F,S)
120 History of the Mexican-American (3)  
Three hours weekly.  
Acceptable for credit: CSU, UC  
A historical survey of the Mexican-American residing in the southwest United States. Reviews the social, economic and political development from the Pre-Columbian period to present, including the interrelationship between histories of the United States and Mexico. (GR/P/NP) (A)  

138 History of Deaf (3)  
Three hours weekly.  
Acceptable for credit: CSU, UC  
A culturally diverse exploration of the deaf from Aristotle to the present. Focus is on the ideas, events and laws that have shaped the community as viewed through literature, folklore, art, and philosophy. Interrelationship of societies is emphasized. This course is not open to students who are enrolled in or have received credit for Sign Language 138. (GR/P/NP) (S)  

101 World Civilizations to 1600 (3)  
Three hours weekly.  
Acceptable for credit: CSU, UC  
An interdisciplinary, multicultural exploration of the development of the great civilizations: China/Japan, Egypt, Greece/Rome, India, Mesopotamian, and Pre-Columbian. Important ideas, events and discoveries are explored through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for History 101. (GR/P/NP) (S)  

102 World Civilizations Since 1650 (3)  
Three hours weekly.  
Acceptable for credit: CSU, UC  
An interdisciplinary, multicultural exploration of the expansion, contraction, and conflicts of the major world civilizations from the 16th century to the present. Focus is on ideas, events, and discoveries that have shaped our world as viewed through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for History 102. (GR/P/NP) (S)  

103 East Asian Civilization (3)  
Three hours weekly.  
Acceptable for credit: CSU, UC  
An interdisciplinary, multicultural exploration of the development of the civilizations of East Asia from their origins through the 20th century including China, Japan, and South East Asia. Important ideas, events, and discoveries are explored through literature, folklore, art history, philosophy, and science. This course is not open to students who are enrolled in or have received credit for History 103. (GR/P/NP) (F,S,U)  

104 Western Civilization to 1650 (3)  
Three hours weekly.  
Acceptable for credit: CSU, UC  
Surveys the origins, development, and characteristics of Western civilization from earliest times through the period of European exploration and colonization, emphasizing main currents in political, economic, social, intellectual, and scientific history. An effort is made to include some study of the "non-West." This course is not open to students who are enrolled in or have received credit for History 104. (GR/P/NP) (F,S)  

105 Western Civilization Since 1650 (3)  
Three hours weekly.  
Acceptable for credit: CSU, UC  
Surveys the development and characteristics of Western civilization from 1600 to the present, emphasizing main currents in political, economic, social, intellectual, and scientific history. Some study of the "non-West" is included. This course is not open to students who are enrolled in or have received credit for History 105. (GR/P/NP) (F,S)  

101 Becoming a Helping Professional (3)  
Three hours weekly.  
Acceptable for credit: CSU  
An introduction to a variety of aspects relating to human service helping professions, including required education/training, certification/licensure, ethical/legal issues, motives, values, cultural sensitivity/competency, special populations, life transitions, transference and countertransference, boundary issues, stress, burnout, and self-care. (GR/P/NP) (F,S)  

102 Case Management of Diverse Clients (3)  
Three hours weekly.  
Acceptable for credit: CSU  
An introduction to basic concepts and skills of case management with diverse populations including cultural competence, ethics, intakes, assessment, case planning, referrals, implementation and documentation. (GR/P/NP) (F,S)
103 Basic Counseling Skills (3)
Three hours weekly.
Acceptable for credit: CSU
Introduction to counseling skills for the human services paraprofessional with applications to different work settings and diverse populations. (GR/P/NP) (F,S)

104 Group Dynamics (3)
Three hours weekly.
Acceptable for credit: CSU
Explores the process and content of counseling groups and families. Topics include developmental stages of groups, group formation, constructive and ineffective processes, behavioral ground rules, interventions, entry into and exit from groups, ethics, cultural and ethnic diversity, documentation of client behavior, and self-awareness in group situations. (GR/P/NP) (F,S)

105 Fieldwork Supervision (2)
Two hours weekly. Corequisite: Human Services 120 or 130 or 140 or 150 or 160.
Acceptable for credit: CSU
Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human service agencies. (GR) (F,S)

106 Family Systems and Codependency (3)
Three hours weekly.
Acceptable for credit: CSU
A survey of strategies and approaches for working in human service settings with clients who are culturally, ethnically, and physically diverse. (GR/P/NP) (F,S)

107 Serving Culturally Diverse Clients (3)
Three hours weekly.
Acceptable for credit: CSU
Examines America's diverse population and its impact within human services. It provides students with the insight, knowledge and skills necessary to work with a diverse clientele effectively. (GR) (F,S)

108 Crisis Intervention Strategies (3)
Three hours weekly.
Acceptable for credit: CSU
Training in basic crisis intervention skills and application of those skills to a wide range issues, situations, and settings including domestic abuse, suicide, sexual assault, death, addiction, and post traumatic stress. (GR) (F,S)

110 Alcohol, Drugs, and Addiction (3)
Three hours weekly.
Acceptable for credit: CSU
An overview of the role of alcohol and other drugs in society with emphasis on such topics as patterns of use; major categories of drugs; explanations of use, abuse and dependency; as well as prevention, intervention, and treatment. This course is not open to students who are enrolled in or have received credit for Sociology 106 or Psychology 106. (GR) (F,S)

111 Addiction Treatment and Recovery (3)
Three hours weekly. Advisory: Human Services 102 and Human Services 103 and Human Services 110 or Sociology 106 or Psychology 106.
Acceptable for credit: CSU
A survey of the theory, practice, and process of addiction treatment. (GR) (F,S)

112 Gentle Comm Skills for Change (3)
Three hours weekly.
Acceptable for credit: CSU
This course presents three gentle, nonconfrontational communication approaches designed to help people change who suffer from substance use, mental health, medical health, and lifestyle problems. This course presents theory and provides opportunities to practice these evidence-based communication skills, which include Motivational Interviewing, Nonviolent Communication, and Customer Service strategies. (GR/P/NP) (F)

113 Women and Addiction (3)
Three hours weekly.
Acceptable for credit: CSU
An overview of major issues related to women who use and abuse substances. Topics include effects on pregnancy, drug-exposed children, family relationships, feminist issues, women’s reactions to substances, and women’s specific addiction treatment needs. (GR/P/NP) (F)

120 Human Services Fieldwork (2)
Seven and one-half hours (to be arranged) weekly. Prerequisite: Satisfactory completion of all core classes in the degree or certificate. Corequisite: Concurrent enrollment in Human Services 105 or Human Services 121.
Acceptable for credit: CSU
Cooperative education fieldwork in a private or public agency for students seeking the degree or certificate in human services. (GR) (F,S)

121 Fieldwork Supervision – Human Services (2)
Two hours weekly. Prerequisite: Human Service 105. Corequisite: Human Services 120.
Acceptable for credit: CSU
Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to human services. Designed for the student who has completed Human Services 105 or who is concurrently enrolled in Human Services 105 and completing an additional program option. (GR/P/NP) (F,S)

122 States of Consciousness: A Multidisciplinary Exploration (3)
Three hours weekly.
Acceptable for credit: CSU
An exploration of different states of consciousness, the means of attaining those states, their uses, misuses, and consequences. Topics include theories of consciousness, substance use and abuse, sleep, dreams, hypnosis, dissociation, out-of-body states, near-death experiences, psychic and paranormal phenomena, religious ecstasy and conversion, alternative religions, meditation, and prayer, culture-bound syndromes, non-Western methods of altering consciousness, and peak experiences. This course is not open to students who are enrolled in or who have received credit for Psychology 122 or Anthropology 122. (GR) (F,S)
124 Substance Abuse Prevention and Education (3)
Three hours weekly.
Acceptable for credit: CSU
An introduction to substance abuse prevention and education including an overview of drugs of abuse and addiction (including alcohol, tobacco, and both legal and illegal drugs) and the personal and social consequences of their use. Consideration of a broad range of approaches to education and prevention; examination of government and policy issues related to prevention; description of the design and conduct of research aimed at assessing needs and evaluating program effectiveness; and presentation of interventions aimed at reducing adverse consequences of substance use and abuse are also covered. (GR/P/NP) (F,S)

126 Meditation, Mindfulness, and Relaxation (3)
Three hours weekly.
Acceptable for credit: CSU
An introduction to the practices of meditation, mindfulness, and relaxation including their origins in both Western and non-Western cultures, and their physiological and psychological benefits. (GR/P/NP) (F,S)

127 Emotional Intelligence (3)
Three hours weekly.
Acceptable for credit: CSU
An introduction to emotional intelligence—a set of abilities and skills concerned with perceiving and managing emotional states in oneself and others. The neurobiology of emotions, how emotional states “hijack” people’s behavior, and the application of emotional intelligence in a variety of personal and interpersonal situations are emphasized. This course is not open to students who are enrolled in or who have received credit for Psychology 127. (GR/P/NP) (F,S)

128 Positive Psychology (3)
Three hours weekly.
Acceptable for credit: CSU
An introduction to the psychological study of the positive, adaptive, creative, and emotionally fulfilling elements of human behavior and the factors that contribute to people being happy, productive, and well adjusted. This course is not open to students who are enrolled in or who have received credit for Psychology 128. (GR/P/NP) (F,S)

130 Addiction Studies Fieldwork (4)
Sixteen hours (to be arranged) weekly. Prerequisite: Satisfactory completion of all core classes in the degree or certificate. Corequisite: Concurrent enrollment in Human Services 105 or Human Services 131.
Acceptable for credit: CSU
Cooperative education fieldwork in a private or public agency for students seeking the degree or certificate in addiction studies. (GR) (F,S)

131 Fieldwork Supervision – Addiction Studies (2)
Two hours weekly. Prerequisite: Human Service 105. Corequisite: Human Services 130.
Acceptable for credit: CSU
Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to addiction studies. Designed for the student who has completed Human Services 105 or who is concurrently enrolled in Human Services 105 and completing an additional program option. (GR/P/NP) (F,S)

132 Drugs, the Brain and the Body (3)
Three hours weekly. Advisory: Human Services 110 or Sociology 106 or Psychology 106 is strongly recommended.
Acceptable for credit: CSU
Overview of the pharmacology of drugs of abuse with emphasis on drug effects, how drug effects occur, how the body processes drugs, and health consequences of drug abuse. Physiologic aspects of addiction and tolerance are explored. Pharmacologic interventions are integrated with other substance abuse modalities. This course is not open to students who are enrolled in or have received credit for Psychology 132. (GR) (F)

140 Co-occurring Disorders Fieldwork (2)
Seven and one-half hours (to be arranged) weekly. Prerequisite: Concurrent enrollment in Human Services 105 or Human Services 141.
Acceptable for credit: CSU
Cooperative education fieldwork in a private or public agency for students seeking the degree or certificate in co-occurring disorders fieldwork. (GR) (F,S)

141 Fieldwork Supervision – Co-occurring Disorders (2)
Two hours weekly. Prerequisite: Human Service 105. Corequisite: Human Services 140.
Acceptable for credit: CSU
Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to co-occurring disorders. Designed for the student who has completed Human Services 105 or who is concurrently enrolled in Human Services 105 and completing an additional program option. (GR/P/NP) (F,S)

142 Co-occurring Disorders: Concepts and Assessment (3)
Three hours weekly.
Acceptable for credit: CSU
Concepts, definitions, and features of dual diagnosis/co-occurring disorders; human services and treatment needs of persons with both a psychiatric disorder and an alcohol or other drug use disorder; and identification and assessment of these individuals. This course is not open to students who are enrolled in or have received credit for Psychology 142. (GR/P/NP) (F,S)

143 Co-occurring Disorders: Management and Treatment (3)
Three hours weekly. Prerequisite: Completion of or concurrent enrollment in Human Services 142 or Psychology 142.
Acceptable for credit: CSU
A study of the management and treatment of persons with both psychiatric problems and alcohol or other drug use problems. This course is not open to students who are enrolled in or have received credit for Psychology 143. (GR/P/NP) (F,S)
144 Twelve Step Facilitation (3)
Three hours weekly.
An introduction to the history, principles, and practices of Twelve Step self-help fellowship programs using both lecture and experiential approaches; intended to assist students in utilizing the Twelve Step approach for personal issues and/or provide helping professionals with a solid grounding in this evidence-based approach so that they can better serve clients who are members of Twelve Step fellowships or appropriately refer and encourage clients who would benefit from this approach. (GR/P/NP) (F,S)

148 Coping with Emergency Response (3)
Three hours weekly.
Acceptable for credit: CSU
A study of psychological and interpersonal issues confronting emergency response personnel and their clients during emotionally challenging situations involving gross physical injury and trauma as a result of violent crime, death, substance abuse or intoxication, and psychological emergencies. (GR/P/NP) (F,S)

150 Family Studies Fieldwork (2)
Seven and one-half hours (to be arranged) weekly. Prerequisite: Satisfactory completion of all core classes in the degree or certificate. Corequisite: Concurrent enrollment in Human Services 105 or Human Services 151.
Acceptable for credit: CSU
Cooperative education fieldwork in a private or public agency for students seeking the degree or certificate in family studies fieldwork. (GR) (F,S)

151 Fieldwork Supervision – Family Studies (2)
Two hours weekly. Prerequisite: Human Service 105. Corequisite: Human Services 150.
Acceptable for credit: CSU
Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to family studies. Designed for the student who has completed Human Services 105 or who is concurrently enrolled in Human Services 105 and completing an additional program option. (GR/P/NP) (F,S)

159 Institutes in Human Services (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Acceptable for credit: CSU, UC-Determined after admission
Training courses focusing on various topics in human services and related helping professions. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. See the current schedule of classes for topics being offered. (GR/P/NP) (A)

160 Family Services Worker 2 Fieldwork (2)
Seven and one-half hours (to be arranged) weekly. Prerequisite: Satisfactory completion of all core classes in the degree or certificate. Corequisite: Concurrent enrollment in Human Services 105 or Human Services 161.
Acceptable for credit: CSU
Cooperative education fieldwork in a private or public agency for students seeking the degree or certificate in family services worker 2 fieldwork. (GR) (F,S)

161 Fieldwork Supervision – Family Services Worker 2 (2)
Two hours weekly. Prerequisite: Human Service 105. Corequisite: Human Services 160.
Acceptable for credit: CSU
Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to the family services worker 2 certificate. Designed for the student who has completed Human Services 105 or who is concurrently enrolled in Human Services 105 and completing an additional program option. (GR/P/NP) (F,S)

189 ABCD Independent Projects in Human Services (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

INDEPENDENT PROJECTS

189, 389 ABCD Independent Projects (1-3)
189 - Acceptable for credit: CSU, UC-Determined after admission
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines.

Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester.

Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline.

Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula:
- 1 unit - 48 hours per semester
- 2 units - 96 hours per semester
- 3 units - 144 hours per semester
(Gr/P/NP)

INTERDISCIPLINARY STUDIES

199 Topics in Interdisciplinary Studies (.5-3)
Acceptable for credit: CSU
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Provides an opportunity to explore particular aspects of topics of academic interest employing the points of view of two or more disciplines. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (GR/P/NP) (A)
300 Being A Successful Online Student  (1)
One hour weekly.
Acceptable for credit:  CSU
Designed to prepare students for hybrid/online courses at Hancock College. Use of Blackboard, Hancock's online delivery platform, is emphasized, along with the various skills necessary to be a successful online student. This is an "hands-on" self-paced course with flexible hours. (GR/P/NP) (A)

INTERNATIONAL STUDIES

141 Global Economics  (3)
Three hours weekly. Advisory: Completion or concurrent enrollment in Economics 101 or Economics 102, or Economics 121 or Business 121.
Acceptable for credit:  CSU, UC
An introduction to international economic issues. Explores why countries trade and addresses the consequences of trade restrictions. Alternative exchange rate systems, factors that cause exchange-rate fluctuations, and the determinants of a country's balance of trade are covered. Other topics include the politics of trade policy, the impact of trade on the job market, the role of international institutions in the global economy, financial crises, global environmental issues, and international debt problems. This course is not open to students who are enrolled in or have received credit for Business 141 or Economics 141. (GR/P/NP) (F,S,U)

ITALIAN

101 Elementary Italian  (5)
Five hours lecture, one hour lab weekly.
Acceptable for credit:  CSU, UC
An introduction to current Italian, stressing pronouncing, understanding, speaking, writing, and reading the language. In a question and answer format, students receive oral and written practice in sentence structure, vocabulary, and idiomatic Italian. Includes an introduction to some cultural aspects of Italy. (GR/P/NP) (F)

102 Elementary Italian  (5)
Five hours lecture, one hour lab weekly. Prerequisite: Italian 101 or two years of high school Italian.
Acceptable for credit:  CSU, UC
A continuation of Italian 101 emphasizing oral and written participation. Continues the cultural introduction to some aspects of Italian history, art, music, customs, and folklore. (GR/P/NP) (S)

103 Intermediate Italian  (5)
Five hours weekly. Prerequisite: Italian 102
Acceptable for credit:  CSU, UC
A review of Italian grammar, with practice in reading, writing, and conversation. Aspects of the Italian culture and history are also studied. (GR/P/NP) (F)

104 Intermediate Italian  (5)
Five hours weekly. Prerequisite: Italian 103.
Acceptable for credit:  CSU, UC
A review of advanced grammar, with increased practice in reading, writing, and speaking Italian. The study of Italian culture and history begun in Italian 103 is expanded and contemporary Italian literature is introduced. (GR/P/NP) (F)

LATIN

101 Elementary Latin  (3)
Three hours lecture, one hour lab weekly.
Acceptable for credit:  CSU
An introductory transfer-level course emphasizing sentence structure in reading, writing, listening, and oral skills. Explores the importance of Latin in literature, modern languages, history, law, medicine and science. (GR/P/NP) (F,S)

LEADERSHIP

111 AB Principles and Practices of Student Government  (3)
Two hour lecture, three hours lab weekly.
Acceptable for credit:  CSU
An introduction to leadership and skills associated with effective leadership. Topics include parliamentary procedure, group dynamics, planning and conducting activities. Self awareness, cultural differences, ethics, communications skills, motivation, delegation and time management as related to organizational structure are emphasized. (GR/P/NP)

112 AB Practices and Application of Leadership Principles  (3)
Two hour lecture, three hours lab weekly. Prerequisite: Leadership 111AB.
Acceptable for credit:  CSU
Provides an opportunity for students to enhance and apply leadership skills and practice peer mentoring. Communication, team building, and activity/event planning are emphasized. Participation in ASBG meetings and activities is required. (GR/P/NP)

179, 379 Workshops in Leadership  (.5-10)
179 - Acceptable for credit:  CSU, UC-Determined after admission
For course description see "Workshops."
109 Survey of Machining (4)
Two hours lecture, six hours lab weekly.
Acceptable for credit: CSU
Stresses the uses, capabilities, and operation of such basic machine tools. The classification of tools and tool cutters along with the underlying concepts of chip formation in both stationary tooling and rotating cutters are emphasized. Precision linear and angular measurement is covered.
(GR/P/NP) (F,S)

110 Machine Tool Practices (4)
Two hours lecture, six hours lab weekly. Prerequisite: Machine Technology 109.
Acceptable for credit: CSU
A study of the use and care of lathes, drill presses, and milling machines; the use of layout tools, hand tools, and various checking and inspection instruments; and grinding tools. The engine lathe section consists of plane and taper turnings, threading, necking, facing, and form turning. Milling machine operation includes both horizontal and vertical milling with high speed and carbide cutting tools, as well as various form cutter. (GR/P/NP) (F,S)

179, 379 Workshops in Machine Technology (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

189 ABCD Independent Projects in Machine Technology (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

305 ABC Selected Machine Projects (2)
Four hours weekly. Prerequisite: Machine Technology 109.
Projects selected by the student upon the recommendation of any faculty member are developed under the direct counseling and guidance of the instructional staff in the Machine Technology disciplines. All work is completed within the machine facilities under the direct supervision of the responsible instructor. The student will develop the skills necessary to complete the project. (GR/P/NP) (F,S)

315 A-H Advanced Machining (4)
Two hours lecture, six hours lab weekly. Prerequisite: Machine Technology 110.
An individualized course of instruction covering those skills required for employment in a manufacturing machining facility, general machining facility, or a maintenance machining facility. The student will select 4, 8, 12, or 16 units from the appropriate skill cluster table (available in the Counseling Center). (GR/P/NP) (F,S)

330 Print Reading and Interpretation (3)
Three hours weekly.
Prepares students to read engineering drawings and specifications and to enable them to understand the intent of the engineer by interpreting the relationship of two-dimensional drawings with respect to actual objects or projects. This course is not open to students who are enrolled in or have received credit for Auto Body 330, Automotive Technology 330, or Engineering Technology 330. (GR/P/NP) (A)

100 Nature of Modern Mathematics (3)
Three hours weekly. Prerequisite: Math 331. Acceptable for credit: CSU
A study of contemporary topics in mathematics including statistics, social choice, management science, and geometric and algebraic patterns. (GR/P/NP) (S)

105 Mathematics for Teachers (4)
Four hours weekly. Prerequisite: Math 331. Advisory: Completion of or concurrent enrollment in English 101. Acceptable for credit: CSU
A study of basic concepts of mathematics required for the liberal studies major and the multiple subject teaching credential. It is recommended for current elementary and junior high school teachers. It is also recommended for the career technical single subject education credential candidate. Topics include development of critical thinking, set theory, logic, numeration systems, the set of integers, elementary number theory, the set of rational numbers, the set of real numbers, and measurement of geometric figures. (GR) (F,S)

121 Trigonometry (3)
Three hours weekly. Prerequisite: Math 321 and Math 331. Advisory: Math 310. Acceptable for credit: CSU
The study of directed angles, degree/radian measures of angles, trigonometric functions of angles and of numbers, solutions of right and oblique triangles, identities, functions of composite angles, graphs, equations, inverse functions, vectors and complex numbers. (GR) (F,S,U)

123 Elementary Statistics (4)
Four hours lecture, one hour lab weekly. Prerequisite: Math 331. Acceptable for credit: CSU, UC - Credit limitation
A study of descriptive and inferential statistics including applications in the behavioral and natural sciences. Topics include classification and analysis of data, probability, distributions, sampling, the binomial, normal, t, F, and chi-square distributions, confidence intervals, hypothesis testing, regression analysis, analysis of variance and non-parametric methods. Calculators and/or computers will be used throughout. (GR) (F,S, U)
131 College Algebra (3)
Four hours weekly. Prerequisite: Math 321 and Math 331. Advisory: Math 310.
Acceptable for credit: CSU, UC - Credit limitation
A study of the fundamental ideas and methods used to simplify expressions and to solve equations and inequalities, including applications. Topics covered include the real numbers, linear equations and inequalities, graphing, polynomials, factoring, rational expressions, introduction to square roots, and quadratic equations. Not open to students who are enrolled in or have completed Math 313 or 314. (GR/P/NP) (F,S,U)

135 Calculus with Applications (4)
Four hours weekly. Prerequisite: Math 131 or 141.
Acceptable for credit: CSU, UC - Credit limitation
Techniques of calculus as applied to problem-solving in business and social, behavioral, and natural sciences, including limits, continuity, differentiation and integration in one and several dimensions, optimization, transcendental functions, and the use of computing technology. (GR) (F,S)

141 Precalculus (5)
Five hours weekly. Prerequisite: Math 321 and Math 331. Advisory: Math 310.
Acceptable for credit: CSU, UC - Credit limitation
Preparation for the calculus sequence, including algebra, functions and graphs, trigonometry, systems of equations and inequalities, sequences and series, analytic geometry, and applications. This is an accelerated one semester alternative to the two semesters of Trigonometry (Math 121) and College Algebra (Math 131). (GR) (F,S,U)

179, 379 Workshops in Mathematics (.5-10)
179 - Acceptable for credit: CSU, UC - Determined after admission
For course description see "Workshops."

181 Calculus 1 (5)
Five hours weekly. Prerequisite: Math 141 or both 121 and 131.
Acceptable for credit: CSU, UC - Credit limitation
The first in a two-semester sequence comprising first-year calculus. Topics include functions, limits, continuity, the derivative, differentiation of algebraic, trigonometric and transcendental functions, applications of differentiation, the definite integral, and the use of technology to solve calculus problems. (GR) (F,S)

182 Calculus 2 (5)
Five hours weekly. Prerequisite: Math 181.
Acceptable for credit: CSU, UC
The second in a two-semester sequence comprising first-year calculus. Topics include methods and applications of integration, sequences and series, Taylor series, an introduction to differential equations, and the use of technology to solve calculus problems. (GR) (F,S)

183 Multivariable Calculus (5)
Five hours weekly. Prerequisite: Math 182.
Acceptable for credit: CSU, UC
Topics include vectors, functions of several variables, differentiation and integration in several dimensions, change of variables, Jacobian, parameterized curves and vector fields, line and surface integrals, Green's, Stokes, and divergence theorems. Computer methods will be used throughout the course. (GR) (F,S)

184 Linear Algebra/Diff Equations (5)
Five hours weekly. Prerequisite: Math 182.
Acceptable for credit: CSU, UC

189 ABCD Independent Projects in Math (1-3)
Acceptable for credit: CSU, UC - Determined after admission
For course description see "Independent Projects."

310 Intro to Graphing Calculators (1)
One hour weekly. Prerequisite: Math 311 or Math 313 and 314. Advisory: Math 331.
An introduction to the capabilities of a graphing calculator. Emphasis is on the operation of a graphing calculator to perform computations, to graph and analyze functions, and to use the calculator as a tool in solving problems chosen from a variety of disciplines. (GR/P/NP) (F,S,U)

311 Algebra 1 (4)
Four hours weekly. Prerequisite: Math 531.
A study of the fundamental ideas and methods used to simplify expressions and to solve equations and inequalities, including applications. Topics covered include the real numbers, linear equations and inequalities, graphing, polynomials, factoring, rational expressions, introduction to square roots, and quadratic equations. Not open to students who are enrolled in or have received credit for Math 313 or 314. (GR/P/NP) (F,S,U)

313 Algebra 1: Part 1 (3)
Three hours lecture, one hour lab weekly. Prerequisite: Math 531.
The first of a two-semester combination that is equivalent to Math 311 (Algebra 1). This course is designed for students who desire a slower pace and more practice. Topics include the real numbers, linear equations, inequalities, applications, and learning skills. Not open to students who are enrolled in or have completed Math 311. (GR/P/NP) (F)

314 Algebra 1: Part 2 (3)
Three hours lecture, one hour lab weekly. Prerequisite: Math 531.
The second of a two-semester combination that is equivalent to Math 311, this course is designed for students who desire a slower pace and more practice. Topics include graphing, polynomials, factoring, quadratic equations, applications, and learning skills. Not open to students who are enrolled in or have completed Math. (GR/P/NP) (S)

321 First Year Geometry (3)
Three hours weekly. Prerequisite: Math 311 or Math 313/314.
A study of basic geometry principles including constructions, congruence, parallels, right triangles, similarity, circles, and proofs. (GR/P/NP) (F,S,U)
331 Algebra 2 (4)
Five hours weekly. Prerequisite: Math 311 or Math 313/314. Advisory: Math 321.
A continuation of the study of methods used to simplify expressions and solve equations and inequalities, including applications. Topics covered include exponents and radicals, rational and radical expressions, complex numbers, nonlinear equations and inequalities, functions and their graphs, systems of equations, exponential expressions, and logarithms. (GR/P/NP) (F,S,U)

334 Algebra 2: Part 2 (3)
Three hours lecture, one hour lab weekly. Prerequisite: Math 513 or Math 313/314. Advisory: Math 321.
The second half of a two-semester combination that is equivalent to Math 331, this course is designed for students who desire a slower pace, review, more practice and learning skills. Topics include radical expressions and equations, complex numbers, quadratic equations and inequalities, functions and their graphs, exponential and logarithmic functions. This course is not open to students who have completed or are enrolled in Math 331. (GR/P/NP) (F)

514 Fundamental Arithmetic: Part 2 (2)
Three hours lecture, one hour lab weekly. Prerequisite: Math 513. The second of a two-semester combination that is equivalent to Math 511, this course is designed for students who desire a slower pace, more practice and guidance in study skills. Topics include percents and applications, variable expressions, operations with denominate numbers, and solving equations. Various modes of instruction will be used including lecture, self-paced, cooperative learning and computer assisted instruction. This course is not open to students who have completed or are enrolled in Math 511. (GR/P/NP) (F,S,U)

531 Pre-Algebra (3)
Three hours weekly. Advisory: Math 511 or Math 513/514. Prepares students for the algebra sequence and updates mathematical skills for personal, career, or academic advancement. Topics include: an introduction to using a scientific calculator; estimation; operations with whole numbers, fractions, decimals, percents, and integers; ratios and proportions; unit conversion; numerical and algebraic expressions; exponent rules; translating form words to expressions and equations; solving linear equations. (GR/P/NP) (F,S,U)

MEDICAL ASSISTING

300 Introduction to Medical Assisting (1)
Eighteen hours.
Introduces the medical assisting profession including aspects of the work environment, laws that govern the profession, code of ethics and the professional characteristics that enable the medical assistant to be a successful member of a health-care team. (GR) (F,S)

304 Pharmacology for Medical Assisting (1)
One hour weekly. Prerequisite: Math 520.
An introduction to the history and scope of pharmacy requirements as they relate to the clinical role of the medical assistant, including drug classification, laws and regulations pertaining to prescriptions and safety, drug measurement systems, medication vocabulary and abbreviations, parenteral and non-parenteral drug administration techniques. (GR) (F)

305 Body Systems and Disease (4 (4)
Four hours weekly.
A study of medical terminology, anatomy, physiology, pathophysiology, diagnostic testing and treatment modalities. (GR) (F)

307 Pharmacology for Medical Assisting Lab (1)
Three hours lab weekly. Prerequisite: Medical Assisting 304. Provides students the opportunity to apply the skills learned in Medical Assisting 304. (GR) (F,S)
314 Medical Billing (2)
One hour lecture and three hours lab weekly. Prerequisite: Completion of or concurrent enrollment in Medical Assisting 327. Advisory: Eligibility for Mathematics 325 and Computer Business Office Technology 100 or Computer Business Office Technology 101 or Computer Business Office Technology 312.

An introduction to various types of medical billing practices including the pegboard system, computerized billing, detailed coding, basic insurance forms, collections, and basic legal aspects of billing. Public relations and patient education will also be covered. (GR) (F,S,U)

317 Medical Assisting Clinical Procedures (1)
One hour weekly.

Designed to prepare the student to assist the doctor in selected phases of clinical procedures, emphasizing asepsis, physical examination, screening procedures, and care of equipment. (GR) (F)

318 Medical Assisting Clinical Procedures Lab (1)
Three hours lab weekly. Prerequisite: Medical Assisting 317.

Designed to provide the student with the opportunity to develop skills required to perform clinical procedures within the medical assisting scope of practice. Emphasis on patient measurements including vital signs, height, weight, pain assessment and care of equipment. (GR) (F)

325 Medical Office Administrative Functions (4)
Three hours lecture, three hours lab weekly. Prerequisite: Completion of or concurrent enrollment in Medical Assisting 300.

Explores administrative office tasks including secretarial and accounting procedures, written and oral communications, appointment scheduling, records management, managed care and associated health care programs. Topics include professional fees, insurance, coding and billing, facilities management, banking, payroll and transcription. Legal and ethical issues are also addressed. Computer applications are employed for most functions. (GR) (S)

327 Medical Insurance and Coding (3)
Three hours weekly. Prerequisite: Eligibility for English 300 and Math 511.

Practice and principles of health insurance, uses of medical terminology for completion of medical forms and health care finance coding procedures. (GR) (F)

328 Medical Assisting Diagnostic Procedures (1)
One hour weekly. Prerequisite: Medical Assisting 328.

A continuation of clinical treatment related responsibilities of the medical assistant, emphasizing specimen collection, diagnostic medical office laboratory procedures, and electrocardiogram. (GR) (F,S)

329 Advanced Medical Insurance and Coding (1)
One hour weekly. Prerequisite: Medical Assisting 327.

Advanced principles of health care finance coding primarily directed toward in-patient services. Topics include surgical procedures, multi-system complications, consults with specialty physician groups, psychiatric services, multiple procedures and follow up on complex billing submissions. (GR) (F,S)

330 Medical Assisting Diagnostic Procedures Lab (1)
One hour weekly. Prerequisite: Medical Assisting 328.

Designed to provide the student with the opportunity to develop skills required to perform venipuncture, handling of venous blood specimens and care of equipment used for venipuncture. (GR) (F,S)

331 Job Success Seminar (1)
Four hours weekly (four weeks). Advisory: Medical Assisting 300, 303, 316, and 325.

Provides a forum for students and instructional staff to discuss job-related information relevant to the achievement of career goals. Class presentations emphasize job market information, professional attitudes and abilities that facilitate job success; skills necessary in seeking, obtaining, and maintaining employment; and techniques for enhancing job advancement opportunities. (GR) (S,A)

343 Basic Phlebotomy (5)
Three hours lecture, seven hours lab weekly.

Presents introductory to advanced level content on the theoretical foundations for and skills practice of proper collection of blood specimens, use of appropriate equipment, venipuncture techniques, patient care and safety, diagnostic testing, and quality assurance. Skills practice in health care and diagnostic laboratory settings. Required for the California state examination for phlebotomy certification. (GR/P/NP) (F,S,U)

380 ABCD Medical Assisting Skills Lab (.5)
One and one-half hours weekly. Corequisite: Medical Assisting 307, 318, or 330.

Open-entry laboratory course designed to provide students with the opportunity to refine and expand skills learned in the corequisite program. Students may repeat the course as they progress through the program. (CR (F,S)

101 Introduction to Multimedia Processes (2)
Two hours weekly. Corequisite: Multimedia Arts and Communication 102.

Acceptable for credit: CSU

An introduction to interactive multimedia as a means of diverse creative expression and communication. Includes basic multimedia processes such as project development, interface design, and digital media creation. Students will create multimedia projects in the corequisite lab. (GR/P/NP) (F,S,U)

MULTIMEDIA ARTS AND COMMUNICATION
102 AB  Introduction to Multimedia Lab (1)  
Three hours lab weekly. Corequisite: Completion of or concurrent enrollment in Multimedia Arts and Communication 101.  
Acceptable for credit: CSU  
A hands-on introduction to the skills, tools and processes necessary for creating interactive multimedia products on the computer, including instruction in how to acquire and modify sound, image, graphic, animation, and video files. Students will learn to use authoring software, including an introduction to programming language, and work independently or in groups to author interactive multimedia products. (GR/P/NP) (F,S,U)

112  Web Page Design (3)  
Two hours lecture, three hours lab weekly. Prerequisite: Graphics 108 or Art 108.  
Acceptable for credit: CSU  
An introduction to the skills, tools and processes necessary for producing interactive Internet Web Pages. Students will work as members of a development team, designing a web site, developing media, and programming the Web pages. (GR/P/NP) (F,S,U)

114  Dynamic Internet Design (3)  
Two hours lecture, three hours lab weekly. Advisory: Multimedia Arts and Communication 112 or Graphics 118.  
Acceptable for credit: CSU, UC  
Explores new approaches for creating dynamic web and multimedia content with enhanced motion and interactivity. Includes integration of graphics, video, text, and sound on desktop computers as well as programming language. (GR/P/NP) (S)

115  Introduction to Animation (3)  
Two hours lecture, four hours lab weekly.  
Acceptable for credit: CSU  
An introduction to animation production including classical character animation and nontraditional techniques. This course is not open to students who are enrolled in or have received credit for Art 115. (GR/P/NP) (F)

116 AB  Intermediate Animation (3)  
Two hours lecture, four hours lab weekly. Prerequisite: Art 115 or Multimedia Arts and Communication 115.  
Acceptable for credit: CSU  
A continuation of Art/MMAC 115, emphasizing the development and refinement of animation skills through involvement in class and individual projects. This course is not open to students who are enrolled in or have received credit for Film 116. (GR/P/NP) (F)

117  3D Computer Animation 1 (3)  
Two hours lecture, four hours lab weekly. Advisory: Graphics 111 and 112 or Auto CAD class or experience with graphics or architectural software applications is strongly recommended.  
Acceptable for credit: CSU  
An introduction to 3D modeling and animation, using professional software to create characters, environments, and animations on the computer. This course is not open to students who are enrolled in or have received credit for Multimedia Arts and Communication 117. (GR/P/NP) (F,S)

118 AB  3D Computer Animation 2 (3)  
Two hours lecture, four hours lab weekly. Prerequisite: Film 117 or Multimedia Arts and Communication 117.  
Acceptable for credit: CSU  
An intermediate experience in 3D-computer animation. This course is not open to students who are enrolled in or have received credit for Film 118. (GR/P/NP) (A)

125 AB  Computer Video Editing (3)  
Two hours lecture, three hours lab weekly.  
Acceptable for credit: CSU  
Presents non-linear video editing including combining clips and digital source materials, editing digital movies, and preparing digital movies for the web. This course is not open to students who are enrolled in or have received credit for Film 125. (GR/P/NP) (F,S,U)

126  Motion Graphics for Multimedia and Film (3)  
Two hours lecture, three hours lab weekly. Advisory: Graphics 111 and Graphics 112 or Film 125.  
Acceptable for credit: CSU  
Explores new digital approaches for creating and compositing powerful visual imagery for use in film/video, multimedia, and design. Includes integration of graphics, video, text, and sound on desktop computers. This course is not open to students who are enrolled in or have received credit for Film 126. (GR/P/NP) (F)

127 AB  DVD Design and Production (3)  
Two hours lecture, three hours lab weekly. Prerequisite: Film/MMCA 125.  
Acceptable for credit: CSU  
Presents non-linear video editing including advanced post-production techniques and DVD authoring. This course is not open to students who are enrolled in or have received credit for Film 127. (GR/P/NP) (F)

128  Intermediate Motion Graphics (3)  
Two hours lecture, three hours lab weekly. Advisory: Film/MMCA 126.  
Intermediate study in motion graphics utilizing current industry standard software. Emphasizes the expansion and refinement of digital visual effects skills through involvement in class and individual projects. (GR/P/NP) (F)

179, 379  Workshops in Multimedia (.5-10)  
179 - Acceptable for credit: CSU, UC-Determined after admission  
For course description see "Workshops."

189 ABCD  Independent Projects in Multimedia Arts and Communication (1-3)  
Acceptable for credit: CSU; UC-Determined after admission  
For course description see "Independent Projects."
199 Topics in Multimedia Arts and Communication (.5-3)
Acceptable for credit: CSU
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (GR/P/NP) (A)

380 AB Web-based Multimedia Lab (1)
Three hours lab weekly. Corequisite: Multimedia Arts and Communication 112 or 114.
An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (P/NP) (F,S)

381 ABCD Disk-based Multimedia Lab (1)
Three hours lab weekly. Corequisite: Multimedia Arts and Communication 101 or Multimedia Arts and Communication/Graphics 114.
An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (P/NP) (F,S)

Music majors at Allan Hancock College must be enrolled in at least one Music Department performing organization each semester.

100 Music Appreciation (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An overview of the music of Western (European) civilization including analysis of its common forms, examination of its basic elements, survey of its development, and discussion of its relationship to the other arts and to general cultural history. Designed for the general student; music majors should enroll in Music 101 and 102. (GR/P/NP) (F,S,U)

101 Music History - Ancient to Baroque (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A study of the development of the music of Western civilizations from the ancient Greeks and early Christian periods through music of the eighteenth-century Baroque period. Recommended course for the music major. (GR/P/NP) (S1)

102 Music History - Classical to 20th Century (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A study of the development of music from the Classic and Romantic periods through the contemporary period. Recommended course for the music major. (GR/P/NP) (S2)

104 Roots of Pop, Rock and Jazz (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A general survey course tracing the roots and special idiosyncrasies of the American popular music tradition from medieval Europe and Africa to the commercial and non-commercial world of today. (GR/P/NP) (F)

105 Appreciation of the American Musical on Stage and Screen (3)
Three hours weekly.
Acceptable for credit: CSU, UC
The development of the American musical as a theatrical art form through critical appraisal of major composers, lyricists and playwrights from the early 20th century until the present. This course is not open to students currently enrolled in or who have received credit for Drama 105, Dance 105, or Film 104. (GR/P/NP) (F,S)

106 World Music Appreciation (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A study of the music of many cultures around the world. Includes an overview of the cultures and social situations that gave rise to these varied musical forms of expression. (GR/P/NP) (F,S,U)

110 Music Fundamentals (2)
Two hours weekly.
Acceptable for credit: CSU, UC
A basic and elementary approach to reading music, writing musical notation, and singing simple songs. Designed for the non-music major and the Elementary Teaching Credential candidate. (GR/P/NP) (F,S,U)

111 Comprehensive Music Theory 1 (4)
Four hours weekly. Advisory: Students who cannot read music are advised to take Music 110.
Acceptable for credit: CSU, UC
A comprehensive course dealing with the basic fundamentals of pitch and rhythmic notation, sight singing, ear training, one-part melodic dictation, intervals, modes, scales, key signatures, triads, seventh chords, 4-part chord construction, voicing and progression, elementary figured bass and traditional harmonic analysis, non-harmonic tones and traditional musical forms. (GR/P/NP) (F)

112 Comprehensive Music Theory 2 (4)
Four hours weekly. Prerequisite: Music 111.
Acceptable for credit: CSU, UC
A continuation of Comprehensive Music Theory 1. An integrated course dealing with sight singing, ear training, one- and two part melodic dictation, intermediate level materials of musicianship, rhythmic notation, 4-part voice leading technique, secondary dominants, common chord modulation, sequences, advanced Roman numeral and figured bass analysis techniques. (GR/P/NP) (S)
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126 AB Intermediate Guitar (1)
One-half hour lecture, two and one-half hours lab weekly.
Acceptable for credit: CSU, UC
A continuation of Music 125 covering technical problems, scales, chording, sight reading, fundamentals of technique, and the interpretation of guitar literature within the ability of each student. (GR/P/NP) (F,S)

127 AB Vocal Repertoire (2)
One hour lecture, three hours lab weekly. Limitation on Enrollment: Audition. Advisory: Music 124 AB.
Acceptable for credit: CSU, UC
A study of standard vocal repertoire with an emphasis on solo and small ensemble literature. Students practice correct tone production, diction, stage presence, and style interpretation. (GR) (F,S)

130 ABCD Mixed Ensemble (1)
Four hours lab weekly.
Acceptable for credit: CSU, UC
Designed to give singers with varying degrees of musical experience the opportunity to rehearse and perform standard choral literature in a broad range of styles, including a capella and instrumentally accompanied works. Public appearances are scheduled throughout the semester with an emphasis on community outreach. (GR/P/NP) (F,S)

132 ABCD Masterworks Chorale (1)
Four hours lab weekly. Advisory: Ability to sing and read music.
Acceptable for credit: CSU, UC
A choral ensemble studying standard choral literature emphasizing late Baroque and Classical music, especially larger works. Performance opportunities are available. Audition at first class meeting. (GR/P/NP) (F,S)

133 ABCD Chamber Voices (1)
Five hours lab weekly. Advisory: Ability to sing and read music.
Acceptable for credit: CSU, UC
Provides the opportunity to study and perform standard choral literature of the Baroque and Classical periods. A capella performance is emphasized. Public concert appearances will include repertoire in a wide range of styles, including accompanied works. Audition at first class meeting. (GR/P/NP) (F,S)

137 ABCD Concert Chorale (1)
Three hours lab weekly. Limitation on Enrollment: Audition. Acceptable for credit: CSU, UC
Designed to give singers the opportunity to rehearse and perform standard choral literature, with emphasis on large choral works. (GR) (F,S)

140 ABCD Symphonic Band (1)
Three hours lab weekly plus one hour lab by arrangement. Limitation on Enrollment: Audition. Acceptable for credit: CSU, UC
The study of band literature, techniques of ensemble playing, and concert performance. Numerous public performances. (GR/P/NP) (F,S)

143 ABCD Jazz Band (1)
Two hours lab weekly, plus one hour by arrangement. Prerequisite: Ability to play appropriate instrument and read music.
Acceptable for credit: CSU, UC
Designed for members of the Allan Hancock College Jazz Band, which will perform a variety of traditional and contemporary Jazz works. The ensemble will make several appearances during the semester. (GR/P/NP) (F,S)

144 ABCD Jazz Improvisation (1)
Three hours lab weekly. Prerequisite: Ability to play appropriate instrument and read music.
Acceptable for credit: CSU, UC
Focuses on the development of various improvisational techniques in both small ensemble and Big Band Jazz situations. There will be several performances during the course of the semester. (GR/P/NP) (F,S)

145 ABCD Big Band Jazz (1)
Three hours lab weekly and one hour to be arranged weekly. Prerequisite: Ability to play appropriate instrument and read music.
Acceptable for credit: CSU, UC
A performance ensemble that specializes in the Big Band and Swing Music of the 1930’s and 1940’s. The ensemble will have several performances each semester. (GR/P/NP) (F,S)

146 ABCD Jazz Ensemble (1)
Three hours lab weekly and one hour to be arranged weekly. Prerequisite: Ability to play appropriate instrument and read music.
A performance ensemble that specializes in the music of Jazz composers and arrangers for the second half of the 20th century. The ensemble will have several performances each semester. (GR/P/NP) (F,S)

150 ABCD Instrumental Ensemble (1)
Three hours lab weekly. Prerequisite: Ability to play appropriate instrument.
Acceptable for credit: CSU, UC
The study of chamber music performance techniques. Works performed include a variety of musical styles, from ancient to contemporary. The ensembles may be standard, mixed or nontraditional, depending on class enrollment. (GR/P/NP) (F,S)

151 ABCD Concert Band (1)
Four hours lab weekly. Limitation on Enrollment: Audition. Acceptable for credit: CSU, UC
The study of concert band literature with an emphasis on works and transcriptions from the Renaissance and Baroque period, techniques of ensemble performance, and rehearsal techniques. There will be several public performances. (GR/P/NP) (F,S)
**NURSING**

The nursing programs at Allan Hancock College provide students interested in nursing the opportunity to progress through the various levels of nursing education in a career ladder; from Nursing Assistant to Licensed Vocational Nurse to Registered Nurse. Students in all nursing programs are required by the clinical agencies to have drug screening and background checks. A positive drug screen or convictions appearing on the background check may make the student ineligible for clinical placement, and therefore ineligible to continue in the program.

**Registered Nursing Program (Nursing 101 through 112)**

The registered nursing program, fully accredited by the California Board of Registered Nursing, is a two-semester program offered every year starting spring semester. Eligibility for application is dependent on completion of program prerequisites and having a current California Vocational Nursing license or recent completion of an accredited vocational nursing program. Entrance criteria also include consideration of GPA and an acceptable score on a readiness exam. Prerequisites must be completed with a "C" or better. Courses include Biology 124, 125, 128, Psychology 101, Math 311 and English 101.

The LVN-to-RN program is specifically designed to provide the LVN with an opportunity for career advancement and prepares the licensed vocational nurse for the additional responsibilities required of the registered nurse. In addition, the program has a 30-unit certificate option, completion of which qualifies the successful graduate to take the NCLEX RN licensing examination. The student completing this option is NOT a graduate of the Allan Hancock Nursing program or the college. Applicants to this curriculum alternative must meet with the program director for advisement.

**101 Foundations for Caring (2)**

Two hours weekly.

Acceptable for credit: CSU

Introduces caring as the essence of nursing. Foundational concepts include communication, teaching/learning, nursing process, lifespan and how a diverse population needing health care services affects these concepts. Self-care principles are introduced with a focus on personal cultural differences, attitudes, and biases. Surveys historical, social, and legal aspects of nursing emphasizing critical thinking, non-biased patient advocacy and caring in a multicultural society. (GR) (S2)

**102 Caring for People at Risk in the Community (3)**

Three hours weekly.

Acceptable for credit: CSU

Applies nurse caring concepts to administering care of families. Topics include human sexuality, child/family abuse, cultural diversities and ethnic considerations and gerontology, emphasizing nursing intervention in community based health care settings. (GR) (S2)

**103 Caring for People at Risk in the Community-Practicum 1 (3)**

Provided moderately structured learning experiences in a variety of community health care settings. Emphasizes hands-on application of nursing care concepts in family health care, and includes observational visits to community health care providers. (GR) (S2)

**104 Caring for People at Risk-Medical/Surgical Nursing 1 (3)**

Three hours weekly.

Acceptable for credit: CSU

Provides a data base for students to utilize in nursing decision-making. Content is arranged in learning modules relative to problems seen during the life span. Concepts of human sexuality, pathophysiology, and the nursing process are applied. The caring process is applied to a variety of common health problems related to prevention, maintenance, and restoration. (GR) (S2)

**106 Leadership and Management (2)**

Two hours weekly. Prerequisite: Successful completion of first semester nursing courses. Corequisite: Enrollment in second semester nursing courses.

Acceptable for credit: CSU

Provides training in leadership and management skills necessary for beginning nursing practice. Topics include ethics, legal-problem solving, decision making, change theory, assertiveness, organizational structure, and role relationships. An overview of alternate health-care modalities and techniques for dealing with burnout and reality shock will be covered. (GR) (F2)

**108 Caring for People at Risk in the Community-Practicum 2 (5)**

Sixteen hours lab weekly. Prerequisite: Successful completion of first semester nursing courses. Corequisite: Enrollment in second semester nursing courses.

Acceptable for credit: CSU

Application of the nurse caring process for people at risk with the student implementing the process in clinical health care settings with less instructor supervision. A short preceptorship experience is included. (GR) (F2)
109 Medical/Surgical at Risk Populations (2.5)  
Two and one-half hours weekly. Prerequisite: Successful completion of first semester nursing courses. Corequisite: Enrollment in second semester nursing courses.  
Acceptable for credit: CSU  
A study of the application of caring concepts to medical/surgical clients at risk. Emphasizes the skills necessary to provide specific nursing interventions. (GR) (F2)

110 Psychiatric/Mental Health at Risk Populations (2.5)  
Two and one-half hours weekly. Prerequisite: Successful completion of first semester nursing courses. Corequisite: Enrollment in second semester nursing courses.  
Acceptable for credit: CSU  
Provides the skills necessary to identify psychiatric and mental health patients/clients at risk and to apply nursing caring concepts. Specific nursing interventions are presented. (GR) (F2)

111 Intermediate Skills for Health Professionals (.5)  
One and one-half hours lab weekly.  
Acceptable for credit: CSU  
Provides practice and “hands-on” skills testing at the registered nursing level in a caring environment. Nursing skills vary from intermediate to complex. Practice opportunities vary from highly structured to less structured simulated clinical situations. (GR) (S2)

112 Advanced Skills for Health Professionals (.5)  
One and one-half hours lab weekly.  
Acceptable for credit: CSU  
Provides practice and “hands-on” skills testing at the registered nursing level in a caring environment. Nursing skills vary from intermediate to complex. Practice opportunities vary from highly structured to less structured simulated clinical situations. (GR) (S2)

159 Institutes in Nursing (.5-3)  
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.  
Acceptable for credit: CSU, UC-Determined after admission  
Training courses focusing on specialized nursing topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. See the current schedule of classes for topics being offered. (GR) (A)

180 ABC Registered Nursing Skills Lab (.5)  
One and one-half hours lab weekly. Corequisite: Enrollment in the registered nursing program.  
Acceptable for credit: CSU  
Open-entry laboratory course designed to provide students with the opportunity to refine and expand skills learned in the corequisite program. Students may repeat the course as they progress through the program. (CR (F,S)

199 Topics in Nursing (.5-3)  
Acceptable for credit: CSU, UC-Determined after admission  
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course. Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified by 199 are not offered on a regular cycle (not within a two-year period). (GR) (A)

Vocational Nursing Program  
(Nursing 310 through Nursing 338)  
The one-year program, which qualifies the certified nursing assistant for the State, board examination in vocational nursing. The student must obtain the official application forms and follow outlined procedures for enrollment. Application materials fully outline state requirements for licensure. Students are required to maintain a “C” average or better in each course to progress in the program. Information may be secured about the program at the South Campus facility or from counseling services.  
Program prerequisites: Student must be a licensed CNA and have successfully completed Biology 124 and 125, English 101, Math 311 and Nursing 310.

310 Pharmacology (3)  
Three hours weekly.  
A study of all phases of clinical pharmacology, including administration of medications, types of drugs, general drug actions and uses, adverse effects, clinical consideration, and patient teaching. Includes practice in computing drug dosages, making conversions from one system to another while utilizing basic mathematical concepts. (GR) (S1)

311 Medication Administration (1.5)  
One hour lecture, one and one-half hours lab weekly.  
Presents the knowledge and skills necessary for safe medication administration. (GR) (S)

317 Fundamentals of Nursing (3.5)  
Two and one-half hours lecture, three hours lab weekly.  
Provides a foundation of theory and training necessary for the beginning student to perform basic nursing techniques and procedures safely and effectively. (GR) (S1)

318 Clinical Lab 1 (8)  
Twenty-four hours lab weekly.  
Supervised experience in selected practice areas using basic vocational nursing skills in the acute hospital and skilled nursing facility. (P/NP) (S1)

320 Gerontology (2)  
Two hours weekly.  
Provides the theory background necessary for the student to perform safe, effective vocational nursing care for aging adults with a strong emphasis on self care and health maintenance activities of the elderly. (GR) (S1)

322 Maternal and Infant Health (2)  
Two hours weekly.  
A study of all phases of the maternity cycle, including the nursing care of the obstetrical patient and the newborn infant. (GR) (F1)
323 Respiratory System (2)
Two hours weekly.
Provides the theory necessary to prepare the Vocational Nursing student to perform safe, effective nursing care for patients with disorders of the upper and lower respiratory tract. (GR) (U)

327 Gastrointestinal and Urinary Systems (2.5)
Two and one-half hours weekly.
Provides the theory and training necessary for the student to perform safe and effective nursing management for patients with disorders of the gastrointestinal and urinary systems. (GR) (F1)

328 Clinical Lab 2 (3)
Nine hours lab weekly.
Supervised experience in the acute hospital and out-patient care clinics in selected practice areas using intermediate Vocational Nursing student skills. (P/NP) (U)

329 Endocrine and Reproductive Systems (2.5)
Two and one-half hours weekly.
Provides the foundations of safe and effective vocational nursing care of various disease processes of the endocrine and reproductive systems. (GR) (S1)

330 Pediatrics (1.5)
One and one-half hours weekly.
Provides the theory and training necessary for the student to perform safe, effective vocational nursing care for children, ranging in life stage from neonate to adolescence. (GR) (U)

331 Circulatory System (2)
Two hours weekly.
Provides the theory and training necessary for the student to perform safe and effective vocational nursing care for patients with disorders of the circulatory system. (GR) (F1)

332 Neurosensory System (2)
Two hours weekly.
Provides the theory and training necessary for the student to perform safe, effective vocational nursing care for patients with disorders of the brain, spinal cord, and the special senses of the eye and ear. (GR) (F1)

335 Integumentary and Musculoskeletal Systems (2.5)
Two and one-half hours weekly.
An introductory course on the safe and effective vocational nursing care of patients/clients with health conditions affecting the integumentary and musculoskeletal systems. (GR) (S1)

337 Aspects of Professional Relationships (1)
One hour weekly.
Prepares the graduating Vocational Nursing student for the working world of nursing, emphasizing legal aspects of nursing, licensure, Nurse Practice Act, participation in professional organizations and job seeking techniques. (GR) (F1)

338 Clinical Lab 3 (8)
Twenty-four hours lab weekly.
Supervised experience in the acute hospital in selected practice areas using vocational nursing skills. (P/NP) (F1)

359 Institutes in Nursing (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Training courses focusing on specialized nursing topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. (GR) (A)

370 Intravenous Therapy (2)
One and one-half hours lecture, one and one-half hours lab weekly. Prerequisite: Current California Vocational Nurse's or Registered Nurse's Licensure or concurrent enrollment in the third semester of Vocational Nursing program.
Prepares the licensed professional nurse for starting and superimposing intravenous fluids, blood, and blood products. Licensed vocational nurses that successfully complete the course will be issued a State Board of Vocational Nurse and Psychiatric Technician Examiners certificate of completion. (GR) (F1)

380 ABC Licensed Vocational Nursing Skills Lab (.5)
One and one-half hours weekly. Corequisite: Enrollment in the licensed vocational nursing program.
Open-entry laboratory course designed to provide students with the opportunity to refine and expand skills learned in the corequisite program. Students may repeat the course as they progress through the program. (CR (F,S)

399 Topics in Nursing (.5-3)
Lecture and/or lab as required by unit formula.
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. The current schedule of classes for topics being offered. Offers identified by 399 are not offered on a regular cycle (not within a two-year period). (GR) (A)

Nursing Assistant
The Nursing Assistant courses prepare the student to enter the field of nursing as a Certified Nursing Assistant/Acute Care Aide. Upon successful completion of the course, the student must successfully pass a written and skills test given by the State of California in order to become certificated. Fees are involved. Admittance to the Nursing Assistant program requires an admission packet to be completed prior to enrolling in the course.

400 Certified Nursing Assistant/Acute Care Aide (12)
Seven and one-half hours lecture, fourteen hours lab weekly. Prerequisite: Recommended placement based on START process.
Prepares the student for employment in the long-term and acute care settings and successful completion of state board licensure requirement. (GR) (F/S)

416 Certified Home Health Aide (2)
Twenty four hours lecture, twenty four hours lab. Limitation on Enrollment: Completion of course admission packet.
Prepares the certified nurse assistant to expand skills and meet the Home Health Aide state certification requirements. Nursing 416 is not open to students have received credit for Nursing 400. (GR) (U)
420 Restorative Aide (1.5)
Four hours lecture, four hours lab (five weeks). Limitation on Enrollment: Completion of course admission packet.
Prepares the certified nursing assistant to assist the resident in maintaining or promoting independence in the areas of mobility and performing activities of daily living. Upon successful completion, the student will receive a certificate of completion and will be qualified to work as a restorative aide in a long-term facility under the guidance of a licensed physical or occupational therapist or a licensed nurse. 26 CEUs will be offered. (GR) (U)

422 EKG/Monitor Observer (1.5)
Four hours weekly (six weeks). Limitation on Enrollment: Completion of course admission packet.
Prepares the medical professional to function as a monitor observer in a clinical area where patients receive cardiac monitoring. Basic electrocardiograph patterns and cardiac arrhythmias are learned. 24 CEUs will be offered. (GR) (U)

480 ABC Certified Nursing Assistant Skills Lab (.5)
One and one-half hours weekly. Corequisite: Enrollment in the certified nursing assistant nursing program.
Open-entry laboratory course designed to provide students with the opportunity to refine and expand skills learned in the corequisite program. Students may repeat the course as they progress through the program. (CR (F,S)

499 Topics in Nursing (.5-3)
Lecture and/or lab as required by unit formula.
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified by 499 are not offered on a regular cycle (not within a two-year period). (GR (A)

OFFICE AUTOMATION

See COMPUTER BUSINESS OFFICE TECHNOLOGY

PERSONAL DEVELOPMENT

100 Personal and Career Exploration (3)
Three hours weekly.
Acceptable for credit: CSU
Provides in-depth career direction with an intensive exploration of one's own values, interests, abilities, and an intensive career information search. Instruction includes self-paced materials, lecture, small group discussion, interviews, and input from various campus departments. (GR/P/NP)

101 Success in College (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Considers individual development with the goal of increasing knowledge of self and others within the college. Topics include self-knowledge and assessment, learning to learn, and making the best use of college resources. This course is not open to students who are enrolled in or have received credit for Special Instruction 101 or Personal Development 105. (P/NP)

102 Human Relationships (3)
Three hours weekly.
Acceptable for credit: CSU
An exploration of the dynamics of human relationships with an emphasis on a positive view of human connections, and how individuals relate to one another. Counseling and psychology theories integrated with communication skills are combined to better understand oneself within relationships and how to create positive relationships. (GR/P/NP) (S2)

110 College Success Seminar (1)
One hour weekly.
Acceptable for credit: CSU
Designed specifically for first-time students to introduce them to the college and its resources. Develops critical awareness of the student's role in the college culture focusing on strategies for achieving academic success. Interactive learning and practical application in order to improve performance in other classes and the ability to deal effectively with the myriad of academic, personal, and professional choices are emphasized. (P/NP) (F,A)

115 Career Planning (1)
Two hours weekly (eight weeks).
Acceptable for credit: CSU
An internet-based, career planning course designed to assist students in discovering their basic aptitudes, skills, interests, and values. Uses standardized vocational preference inventories, self-directed search, and career resource research to develop a career and educational plan. (P/NP) (F,S)

120 Effective Communication in Tutoring (1)
One hour weekly.
Acceptable for credit: CSU
Explores the theory and practice of peer tutoring. Emphasizes development of communication techniques and tutoring strategies that address the needs of students with varying abilities, learning styles, and cultural backgrounds. This course meets the curriculum requirements for tutor certification by the College Reading and Learning Association. (P/NP) (F,S)

179, 379 Workshops in Personal Development (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

PHILOSOPHY

101 Survey of Philosophy (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An overview of the central issues and movements in philosophy. Topics to be selected from such areas as ethics, political philosophy, metaphysics (the study of reality), epistemology (the study of knowledge), logic, aesthetics, phenomenology and existentialism. (GR/P/NP) (F,S,U)
### PHILOSOPHY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<th>Credit Acceptable By:</th>
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<tbody>
<tr>
<td>102</td>
<td>Existence and Reality (3)</td>
<td></td>
<td>Weekly</td>
<td>CSU, UC</td>
<td>Three hours weekly. An introduction to the problems of metaphysics (the study of reality and existence) and epistemology (the study of knowledge). Possible topics include the existence of God, freedom versus determinism, the mind/body problem, problems of knowledge, appearance versus reality, and existentialism. (GR/P/NP) (S1)</td>
</tr>
<tr>
<td>105</td>
<td>Ethics (3)</td>
<td></td>
<td>Weekly</td>
<td>CSU, UC</td>
<td>Three hours weekly. An introduction into the nature of ethics examining ethical issues, traditional and nontraditional ethical systems, and various contemporary ethical problems such as abortion and euthanasia. (GR/P/NP) (S,U)</td>
</tr>
<tr>
<td>112</td>
<td>Logic (3)</td>
<td></td>
<td>Weekly</td>
<td>CSU, UC</td>
<td>An introduction to the methods of principles of logic exploring inductive logic, deductive logic, and critical thinking including applications to philosophy, the exact sciences, the social sciences, and to reasoning in everyday life. (GR/P/NP) (F,S,U)</td>
</tr>
<tr>
<td>114</td>
<td>Critical Thinking (3)</td>
<td></td>
<td>Weekly</td>
<td>English 101</td>
<td>Three hours weekly. Prerequisite: English 101. An introduction to critical thinking and critical writing. The student will learn techniques of practical reasoning and argumentation, with emphasis on application of these techniques in the writing of a sequence of argumentative essays. Topics include: critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluation evidence, logical correctness versus factual correctness, and common mistakes in reasoning (formal and informal fallacies). Critical writing strategies are emphasized. Sample arguments for analysis are drawn from readings in philosophy and from arguments for analysis are drawn from readings in philosophy and from culturally diverse sources in other fields. This course has been designed to fulfill the IGETC Critical Thinking/English Composition requirement. (GR/P/NP)</td>
</tr>
<tr>
<td>121</td>
<td>Religions of the Modern World (3)</td>
<td></td>
<td>Weekly</td>
<td>CSU, UC</td>
<td>Three hours weekly. An introduction to the religious philosophy, beliefs and practices of six major world religions, including brief historical and cultural background on each. Hinduism, Buddhism, Taoism, Judaism, Islam, and Christianity will be studied. (GR/P/NP) (F,S)</td>
</tr>
<tr>
<td>122</td>
<td>Exploring Religious Issues (3)</td>
<td></td>
<td>Weekly</td>
<td>CSU, UC</td>
<td>Three hours weekly. An exploration of the basic issues involved in the philosophy of religion. Topics covered include the existence of God, the nature of God, the nature of evil, life after death, and the methodology required to find answers to these issues. A variety of approaches and viewpoints will be considered. (GR/P/NP) (F1)</td>
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#### PHOTOGRAPHY

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>Basic Photography (3)</td>
<td></td>
<td>Weekly</td>
<td>CSU, UC</td>
<td>Two hours lecture, three hours lab weekly. Designed to introduce the student to the fundamentals of black and white photography as a means of personal expression or as a tool for professional growth. Included will be units on cameras, light, exposure, film and print development, enlarging, print finishing and criticism. (GR/P/NP) (S,A)</td>
</tr>
<tr>
<td>120</td>
<td>Materials and Processes (2)</td>
<td></td>
<td>Weekly</td>
<td>CSU</td>
<td>Two hours weekly. Prerequisite: Photo 110. Corequisite: Photo 121. An exploration of creative darkroom techniques, emphasizing experimental manipulation of the photographic image, including photomontage, multiple exposure, multiple printing, solarization, toning, and high contrast materials. A course for the student who has a background in photography. (GR/P/NP) (S)</td>
</tr>
<tr>
<td>121</td>
<td>ABCD Materials and Processes Lab (1)</td>
<td></td>
<td>Weekly</td>
<td>CSU</td>
<td>Three hours lab weekly. Prerequisite: Photo 110 and completion of or concurrent enrollment in Photo 120. Provides practical experiences, which reinforce material covered in Photo 120. (GR/P/NP) (S)</td>
</tr>
<tr>
<td>130</td>
<td>Advanced Black and White Photography (2)</td>
<td></td>
<td>Weekly</td>
<td>CSU</td>
<td>Two hours weekly. Prerequisite: Photo 110. Corequisite: Photo 131. Investigates theories and working techniques of the Zone System of producing negatives and advanced techniques for controlling the printing process. Emphasizes the utilization of those techniques in pursuit of a personal visual style. Students are required to provide their own cameras. (GR/P/NP) (A)</td>
</tr>
<tr>
<td>131</td>
<td>ABCD Advanced Black and White Photography Lab (1)</td>
<td></td>
<td>Weekly</td>
<td>CSU</td>
<td>Three hours lab weekly. Prerequisite: Photo 110 and completion of or concurrent enrollment in Photo 130. Provides practical experiences, which reinforce material covered in Photo 130. (GR/P/NP) (A)</td>
</tr>
</tbody>
</table>
140 **Introduction to Color Photography (2)**
Two hours lecture weekly. Prerequisite: Photo 110. Corequisite: Photo 141.
Acceptable for credit: CSU; UC-Determined after admission
A basic course designed to introduce the student to the fundamentals of color photography, including the practical application of color theory to problems involving the use of color slides and color prints as a means of personal expression. Includes an examination of contemporary trends in color imagery. (GR/P/NP) (F)

141 **ABCD Introduction to Color Photography Lab (1)**
Three hours lab weekly. Prerequisite: Photo 110 and completion of or concurrent enrollment in Photo 140.
Acceptable for credit: CSU; UC-Determined after admission
Provides practical experiences, which reinforce the material covered in Photo 140. (GR/P/NP) (F)

150 **AB Introduction to Commercial Photography (2)**
One hour lecture, two hours lab weekly. Prerequisite: Photo 110.
Acceptable for credit: CSU
Provides the student with an overview of photography as a career. Introduces professional photographic equipment and techniques in actual studio situations. Students will produce photographs of architecture, portraits, and advertising subjects as they would for a commercial client. (GR/P/NP) (A)

159 **Institutes in Photography (.5-3)**
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Acceptable for credit: CSU
Training courses focusing on specialized photography topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. See the current schedule of classes for topics being offered. (GR/P/NP) (A)

170 **Digital Photography (2)**
Two hours lecture weekly. Advisory: Photo 110. Corequisite: Concurrent enrollment in Photo 171.
Acceptable for credit: CSU
An introduction to the tools of digital photography including the digital camera, flatbed scanner, slide scanner, digital transmission, and methods of image presentation and display. Topics include image capturing, enhancement and presentation, including jet prints, film recorders, CD ROMs, modems and transmission. (GR/P/NP) (A)

171 **AB Digital Photography Lab (1)**
Three hours lab weekly. Corequisite: Completion of or concurrent enrollment in Photo 170.
Acceptable for credit: CSU
Provides practical laboratory experiences, which reinforce materials covered in Photo 170. (GR/P/NP)

179, 379 **Workshops in Photography (.5-10)**
179 - Acceptable for credit: CSU; UC-Determined after admission
For course description see "Workshops."

189 **ABCD Independent Projects in Photography (1-3)**
Acceptable for credit: CSU; UC-Determined after admission
For course description see "Independent Projects."

199 **Topics in Photography (.5-3)**
Acceptable for credit: CSU; UC-Determined after admission
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified as 199 are not offered on a regular cycle (not within a two-year period). (GR/P/NP) (A)

380 **ABCD Black and White Photo Lab (.5)**
One and one-half hours lab weekly. Corequisite: Photo 110 or 112 or 120 or 121 or 130 or 131 or 150 or 160 or 179, 189, 199 (as related to black and white photo process only).
An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may enroll for any combination of Photo 380 and Photo 381 for a total of four semesters. Students may not be concurrently enrolled in Photo 380 and Photo 381. (P/NP) (F,S)

381 **ABCD Black and White Photo Lab (1)**
Three hours lab weekly. Corequisite: Photo 110 or 112 or 120 or 121 or 130 or 131 or 150 or 160 or 179, 189, 199 (as related to black and white photo process only).
An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may enroll for any combination of Photo 380 and Photo 381 for a total of four semesters. Students may not be concurrently enrolled in Photo 380 and Photo 381. (P/NP) (F,S)

382 **ABCD Color Photo Lab (.5)**
One and one-half hours lab weekly. Corequisite: Photo 140 or 141 or 179, 189, 199 (as related to color photo process only).
An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may enroll for any combination of Photo 382 and Photo 383 for a total of four semesters. Students may not be concurrently enrolled in Photo 382 and Photo 383. (P/NP) (F,S)

383 **ABCD Color Photo Lab (1)**
Three hours lab weekly. Corequisite: Photo 140 or 141 or 179, 189, 199 (as related to color photo process only).
An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may enroll for any combination of Photo 382 and Photo 383 for a total of four semesters. Students may not be concurrently enrolled in Photo 382 and Photo 383. (P/NP) (F,S)
384 ABCD Digital Photo Lab (.5)
One and one-half hours lab weekly. Corequisite: Photo 170 or 171, or 179, 189, 199 (as related to digital photo process only).
An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may enroll for any combination of Photo 384 and Photo 385 for a total of four semesters. Students may not be concurrently enrolled in Photo 384 and Photo 385. (P/NP) (F,S)

385 ABCD Digital Photo Lab (1)
Three hours lab weekly. Corequisite: Photo 170 or 171, or 179, 189, 199 (as related to digital photo process only).
An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. Students may enroll for any combination of Photo 384 and Photo 385 for a total of four semesters. Students may not concurrently enroll in Photo 384 and Photo 385. (P/NP) (F,S)

ACTIVITIES: Three hours weekly. (GR/P/NP)

AQUATICS
Acceptable for credit: CSU, UC - Credit limitation

120 ABCD Swimming (1)

123 ABCD Aerobic Swim (1)
Advisory: PE 120

FITNESS
Acceptable for credit: CSU, UC - Credit limitation

131 ABCD Tai Chi Chuan (1)
132 ABCD Cardio Kickboxing (1)
133 ABCD Yoga Fitness (1)
134 ABCD Martial Arts Techniques (1)
142 ABCD Low Impact Conditioning Exercises (1)
143 ABCD Step Aerobics (1)
144 ABCD Weight Training (1)
146 ABCD Strength and Flexibility (1)
154 ABCD Jogging/Walking (1)
161 ABCD Body-Ball Workout (1)

LIFETIME SPORTS
Acceptable for credit: CSU, UC - Credit limitation

156 ABCD Golf (1)
157 ABCD Golf: The Short Game (1)
160 ABCD Tennis (1)

TEAM SPORTS
Acceptable for credit: CSU, UC - Credit limitation

164 ABCD Soccer (1)
165 ABCD Baseball (1)
167 ABCD Basketball (1)
168 ABCD Touch Football (1)
170 ABCD Softball (1)
172 ABCD Volleyball (1)

110 Techniques and Theory of Baseball (3)
Two hours lecture, three hours lab weekly. Advisory: Physical Education 176 or Physical Education 165.
Acceptable for credit: CSU, UC - Credit limitation
The study and application of the theories and techniques of teaching and coaching baseball. (GR/P/NP) (F)

112 Techniques and Theory of Football (3)
Two hours lecture, three hours lab weekly. Advisory: Physical Education 180 or Physical Education 168.
Acceptable for credit: CSU, UC - Credit limitation
The study and application of the theories and techniques of teaching and coaching football. (GR/P/NP) (S)

121 ABCD Swim Fitness Lab (1)
Three hours lab weekly. Advisory: Physical Education 120.
Acceptable for credit: CSU, UC – Credit limitation
Designed to permit students to develop skills and improve and maintain overall physical fitness and cardiovascular conditioning in a low impact aquatic environment with flexible scheduling. Students may enroll for any combination of PE 121 and 122 for a total of four semesters. Students may not concurrently enrolled in PE 122. (P/NP) (F,S,U)

122 ABCD Swim Fitness Lab (.5)
Two hours lab weekly. Advisory: Physical Education 120.
Acceptable for credit: CSU, UC – Credit limitation
Designed to permit students to develop skills and improve and maintain overall physical fitness and cardiovascular conditioning in a low impact aquatic environment with flexible scheduling. Students may enroll for any combination of PE 121 and 122 for a total of four semesters. Students may not concurrently enrolled in PE 122. (P/NP) (F,S,U)

130 AB Self Defense (1)
Three hours lab weekly.
Acceptable for credit: CSU, UC – Credit limitation
Affords all students the opportunity to become proficient in basic self-defense skills. Particularly suited for women and does not require any prior martial arts training. (GR/P/NP) (F,S,U)

140 ABCD Physical Fitness Lab (1)
Three hours lab weekly.
Acceptable for credit: CSU, UC – Credit limitation
Designed to permit students to build muscle mass and strength, as well as develop overall physical fitness and cardiovascular conditioning. Provides students with the opportunity to utilize sophisticated conditioning equipment to accomplish their individual conditioning goals. Three hours per week with flexible scheduling. Students may enroll for any combination of PE 140 and PE 141 for a total of four semesters. Students may not be concurrently enrolled in PE 141 or PE 145. (P/NP) (F,S,U)
PHYSICAL EDUCATION

141 ABCD  Physical Fitness Lab  (.5)
Two hours lab weekly.
Acceptable for credit:  CSU, UC - Credit limitation
Designed to permit students to build muscle mass and strength, as well as develop overall physical fitness and cardiovascular conditioning. Provides students with the opportunity to utilize sophisticated conditioning equipment to accomplish their individualized conditioning goals. Two hours per week with flexible scheduling. Students may enroll for any combination of PE 140 and PE 141 for a total of four semesters. Students may not be concurrently enrolled in PE 140 or PE 141. (CR) (F,S,U)

PHYSICAL SCIENCE

111 Matter, Energy, and Molecules  (4)
Three hours lecture, three hours lab weekly.
Acceptable for credit:  CSU, UC - Credit limitation
Introduction to the basic principles of physical science and applications of these principles in everyday life. Measurement, force and motion, work and energy, heat, waves, electricity, atomic physics, compounds, molecules, and ions will be explored. (GR/P/NP) (F)

112 Earth and the Universe  (4)
Three hours lecture, three hours lab weekly.
Acceptable for credit:  CSU, UC - Credit limitation
Introduction to the basic principles of astronomy and earth sciences and applications of these principles to everyday life. Topics include the solar system, stars, galaxies, and cosmology, structure and formation of the earth, earth quakes, plate tectonics, the atmosphere, and weather. (GR/P/NP) (S)

INTERCOLLEGIATE ATHLETICS

179, 379 Workshops in Physical Education  (.5-10)
179 - Acceptable for credit:  CSU, UC - Credit limitation
For course description see "Workshops."

116 AB Intercollegiate Baseball  (3)  (S)
117M ABCD Intercollegiate Basketball  (F,S)
Fall (1.5)  Spring (1.5)
117W ABCD Intercollegiate Basketball  (F,S)
Fall (1.5)  Spring (1.5)
118M AB Intercollegiate Cross Country  (3)  (F)
180 AB Intercollegiate Football  (3)  (F)
181M AB Intercollegiate Golf  (3)  (S)
181W AB Intercollegiate Golf  (3)  (F)
182W AB Intercollegiate Softball  (3)  (S)
183M AB Intercollegiate Tennis  (3)  (S)
183W AB Intercollegiate Tennis  (3)  (S)
184M AB Intercollegiate Track  (3)  (S)
184W AB Intercollegiate Track  (3)  (S)
185 BC Intercollegiate Volleyball  (3)  (F)
187M AB Intercollegiate Soccer  (3)  (F)
187W AB Intercollegiate Soccer  (3)  (F)
189 ABCD Independent Projects in Physical Education  (1-3)
Acceptable for credit:  CSU, UC - Credit limitation
For course description see "Independent Projects."
The department offers courses for students having very little or no background in physics and mathematics as well as for those who have the required prerequisite for the more advanced courses. Courses are available for science and engineering majors as well as for non-science transfer students. Physics 141 and 142 are recommended for two-year technology students. Prerequisites for courses should be carefully noted.

100 Concepts in Physics (3)
Three hours weekly. Advisory: Math 311. Eligibility for English 101 or English 301.
Acceptable for credit: CSU, UC
An overview of the major areas of physics. Emphasis is on concepts, applications, and the consequences for modern life. An historical perspective on the development of physical theory and its impact on civilization is explored. (GR/P/NP) (F,S)

110 Introductory Physics (3)
Three hours weekly. Prerequisite: Math 121 or Math 141.
Acceptable for credit: CSU, UC - Credit limitation
An introduction to physics with emphasis on units, vectors and the definitions of physical variables. Tools and strategies necessary to be successful in Physics 161 are covered. (GR/P/NP) (F,S)

141 General Physics 1 (4)
Four hours lecture, and three hours lab weekly. Prerequisite: Math 141 or completion of or concurrent enrollment in Math 121.
Acceptable for credit: CSU, UC - Credit limitation
The initial semester of a two-semester introduction to trig-based physics. Emphasizes the origin, nature, and application of fundamental concepts and principles. Required for most life-science and engineering-technology majors. Discusses motion, mechanics of particles and systems of particles, rigid, elastic and fluid systems, vibrations, wave motion, and sound. (GR/P/NP) (F)

142 General Physics 2 (4)
Four hours lecture, three hours lab weekly. Prerequisite: Physics 141.
Acceptable for credit: CSU, UC - Credit limitation
A continuation of Physics 141. Discusses heat, thermodynamics, electricity, magnetism, geometric and physical optics, atomic and nuclear physics. (GR/P/NP) (S)

161 Engineering Physics 1 (5)
Five hours lecture, three hours lab weekly. Prerequisite: Physics 110 and Math 182 (may be taken concurrently).
Acceptable for credit: CSU, UC - Credit limitation
The initial semester of a three-semester course in calculus-based physics which emphasizes the origin, nature and application of fundamental concepts and principles. Required for most baccalaureate majors in the physical sciences, engineering and mathematics. Emphasizes mechanics, including measurement, linear and planar motion, statics and dynamics of particles and systems of particles, rigid, elastic and fluid systems. (GR/P/NP) (F,S)

162 Engineering Physics 2 (5)
Four hours lecture, three hours lab weekly. Prerequisite: Physics 161 and Math 182.
Acceptable for credit: CSU, UC - Credit limitation
A continuation of Physics 161 which discusses temperature, heat, thermodynamics, simple harmonic and wave motion, sound, geometric and physical behavior of light, as well as topics in modern physics, which may include the special theory of relativity, and the quantum theory of atomic and nuclear systems. (GR/P/NP) (S)

163 Engineering Physics 3 (5)
Four hours lecture, three hours lab weekly. Prerequisite: Completion of Math 182 and Physics 161. Advisory: Completion of or concurrent enrollment in Math 183 is recommended.
Acceptable for credit: CSU, UC - Credit limitation
A continuation of Physics 161 which discusses electrostatic forces, fields and potentials, steady electric currents and circuits, magnetic forces and fields, induced electric and magnetic fields, electric and magnetic properties of continuous media, reactive circuits, and electromagnetic waves. (GR/P/NP) (F)

179, 379 Workshops in Physics (.5-10)
179 - Acceptable for credit: CSU, UC - Determined after admission
For course description see "Workshops."

189 ABCD Independent Projects in Physics (1-3)
Acceptable for credit: CSU
For course description see "Independent Projects."

POLITICAL SCIENCE

101 Introduction to Political Science (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An introductory course examining a variety of approaches to the study of political science with particular emphasis on the American political system in comparative perspective. Topics discussed include nature of politics, comparative politics, selected political philosophers, principles of government, methods used by political scientists, and American government. This course satisfies part of the history and government requirements for the California State Colleges and Universities and Allan Hancock College. Students receiving credit must demonstrate satisfactory knowledge about national and state government. (GR/P/NP) (F,S)

103 American Government (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A study of American government at the national, state, and local levels. Governmental principles, institutions, and their historical development are examined. This course satisfies part of the history and government requirements for the California State Colleges and Universities, University of California, Allan Hancock College, and many private colleges. (GR/P/NP) (F,S)
104 Introduction to International Relations (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A study of the forces and conditions involved in the actions, interactions, and relations of nations and organizations within the international system. Emphasis is placed on the sources and ramifications of contemporary international problems. (GR/P/NP) (S)

179, 379 Workshops in Political Science (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

189 ABCD Independent Projects in Political Science (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."

PSYCHOLOGY

101 General Psychology (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An introduction to the concepts, methods, and techniques of psychology, covering topics such as maturation, motivation, emotion, thought, and feeling. (GR) (F,S,U)

104 Social Science Research Methods (3)
Three hours weekly. Advisory: Sociology 101 or Psychology 101.
Acceptable for credit: CSU, UC
An introduction to sociological/psychological research methods. Presents the research process from topic selection through data collection for a variety of methods such as surveys, experiments, in-depth interviews, content analysis and comparative/historical research. This course is not open to students who are enrolled in or have received credit for Sociology 104. (GR/P/NP) (F,S)

106 Alcohol, Drugs, Addiction (3)
Three hours weekly.
Acceptable for credit: CSU
An overview of the role of alcohol and other drugs in society with emphasis on such topics as patterns of use; major categories of drugs; explanations of use, abuse and dependency; as well as prevention, intervention, and treatment. This course is not open to students who are enrolled in or have received credit for Human Services 106 or Sociology 106. (GR) (F,S)

112 Human Sexuality (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An introductory survey of the sociological and psychological bases and dimensions of human sexuality, emphasizing social patterns of sexual behavior, sexuality and the life cycle, sex and society, and sexual problems. (GR/P/NP) (F,S)

113 Theories of Personality (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Study of major contemporary personality theories with an emphasis on psychological health, principles of adjustment, and growth. (GR/P/NP) (F,S)

115 Behavior Modification (3)
Three hours weekly. Advisory: Psychology 101 is recommended.
Acceptable for credit: CSU
Examination of the theories, principles, and techniques integral to behavior management emphasizing the effective use of reinforcement, operant and classical conditioning, and biofeedback. The course is of special interest to social service, prenursing, psychology, and education majors. (GR/P/NP) (S)

116 Death and Dying (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Explores issues related to death and dying over the lifespan, including historical and cross-cultural perspectives, death socialization, medical ethics and the health-care system, legal issues, and after-life concerns. (GR/P/NP) (S)

117 Child Psychology (3)
Three hours weekly. Prerequisite: Psychology 101.
Acceptable for credit: CSU, UC
Studies the development of the child from conception through adolescence; examines various psychological theories underlying this development; and offers suggestions for effective parent-child relations. Various childhood disorders and available therapies are discussed. (GR/P/NP) (F,S)

118 Human Development-Lifespan (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A balanced study of basic theories, research, and principles of physical, cognitive, and psychosocial development from conception to death is presented in an integrated manner; includes behavior, sexuality, nutrition, health, stress, environmental relationships, and implications of death and dying. (GR) (F2)

119 Abnormal Psychology (3)
Three hours weekly. Advisory: Psychology 101.
Acceptable for credit: CSU, UC
A survey of abnormal psychology reviewing patterns, causes, and theories of maladaptive behavior, clinical assessment, therapies, and prevention of psychological disorders. (GR) (S)
120 Cultural Psychology (3)
Three hours weekly. Prerequisite: Psychology 101.
Acceptable for credit: CSU, UC
A study of basic theories, research, and applications in cultural psychology. The impact of cultural background, including beliefs, traditions, values, the economy, and political institutions on human behavior, emotions, cognitions, self concept and mental health will be explored. Students will examine traditional psychological theories from a cross-cultural perspective and apply the theory and research to areas such as gender roles, ethnic stereotypes, mental health, counseling techniques, and political negotiation. The study of human behavior in other cultures will help students understand the impact of their own cultural traditions. (GR) (F,S)

121 Social Psychology (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An examination of how human behavior, attitudes, emotions, and thoughts are affected by the social situation. Topics include self-concept, intimate relationships, prejudice, obedience to authority, social influence, group-decision making, and multicultural relations. The use of social psychology in understanding diversity, sexism, and international conflicts is discussed. This course is not open to students who are enrolled in or who have received credit for Sociology 121. (GR) (F,S)

122 States of Consciousness: A Multidisciplinary Exploration (3)
Three hours weekly.
Acceptable for credit: CSU
An exploration of different states of consciousness, the means of attaining those states, their uses, misuses, and consequences. Topics include theories of consciousness, substance use and abuse, sleep, dreams, hypnosis, dissociation, out-of-body states, near-death experiences, psychic and paranormal phenomena, religious ecstasy and conversion, alternative religions, meditation, and prayer, culture-bound syndromes, non-Western methods of altering consciousness, and peak experiences. This course is not open to students who are enrolled in or who have received credit for Human Services 122 or Anthropology 122. (GR) (F,S)

127 Emotional Intelligence (3)
Three hours weekly.
Acceptable for credit: CSU
An introduction to emotional intelligence – a set of abilities and skills concerned with perceiving and managing emotional states in oneself and others. The neurobiology of emotions, how emotional states “hijack” people’s behavior, and the application of emotional intelligence in a variety of personal and interpersonal situations are emphasized. This course is not open to students who are enrolled in or who have received credit for Human Services 127. (GR/P/NP) (F,S)

128 Positive Psychology (3)
Three hours weekly.
Acceptable for credit: CSU
An introduction to the psychological study of the positive, adaptive, creative, and emotionally fulfilling elements of human behavior and the factors that contribute to people being happy, productive, and well adjusted. This course is not open to students who are enrolled in or who have received credit for Human Services 128. (GR/P/NP) (F,S)

132 Drugs, the Brain and the Body (3)
Three hours weekly. Advisory: Human Services 110 or Sociology 106 or Psychology 106 is strongly recommended.
Acceptable for credit: CSU
Overview of the pharmacology of drugs of abuse with emphasis on drug effects, how drug effects occur, how the body processes drugs, and health consequences of drug abuse. Physiologic aspects of addiction and tolerance are explored. Pharmacologic interventions are integrated with other substance abuse modalities. This course is not open to students who are enrolled in or have received credit for Human Services 132. (GR) (F)

142 Co-occurring Disorders: Concepts and Assessment (3)
Three hours weekly.
Acceptable for credit: CSU
Concepts, definitions, and features of dual diagnosis/co-occurring disorders; human services and treatment needs of persons with both a psychiatric disorder and an alcohol or other drug use disorder; and identification and assessment of these individuals. This course is not open to students who are enrolled in or have received credit for Human Services 142. (GR/P/NP) (F,S)

143 Co-occurring Disorders: Management and Treatment (3)
Three hours weekly. Prerequisite: Human Services 142.
Acceptable for credit: CSU
A study of the management and treatment of persons with both psychiatric problems and alcohol or other drug use problems. This course is not open to students who are enrolled in or have received credit for Human Services 143. (GR/P/NP) (F,S)

159 Institutes in Psychology (.5-3)
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Acceptable for credit: CSU, UC-Determined after admission
Training courses focusing on specialized human services topics. Topics will be identified on a periodic basis in conjunction with employment or program/discipline needs. See the current schedule of classes for topics being offered. (GR) (A)

189 ABCD Independent Projects in Psychology (1-3)
Acceptable for credit: CSU, UC-Determined after admission
For course description see "Independent Projects."
110 Advanced College Reading (2)
Two hours weekly. Prerequisite: A recommended placement based on the START process or Reading 310.
Acceptable for credit: CSU
Designed to equip students with effective reading skills for success in college courses. Emphasis is on improving reading rates and comprehension and developing effective text analysis. (GR/P/NP) (F,S)

310 Intermediate College Reading (3)
Three hours weekly. Prerequisite: A recommended placement based on the START process or Reading 310.
Designed to develop reading skills necessary for success in college. Emphasis is on improving literal, inferential, and critical comprehension. (P/NP) (F,S,U)

510 Beginning College Reading (4)
Four hours weekly. Prerequisite: A recommended placement based on the START process.
Designed to introduce students to reading skills necessary for success in college. Emphasis is on improving reading comprehension and developing vocabulary. (P/NP) (F,S)

100 Real Estate Principles (3)
Three hours weekly.
Acceptable for credit: CSU
Basic laws and principles of California real estate and providing the background and terminology necessary for advanced study in specialized courses. Recommended for those preparing for the real estate salesperson license examination. (GR/P/NP) (F,S)

300 Real Estate Exam Prep (3)
Three hours weekly. Prerequisite: Completion of or concurrent enrollment in Real Estate 100.
A review of the basic laws and principles of California real estate. Recommended for those preparing for the real estate salesperson license examination. (P/NP) (A)

302 Legal Aspects of Real Estate (3)
Three hours weekly. Prerequisite: Real Estate 100.
California real estate law affecting property ownership and management; contracts, transfers, probate, trust deeds and foreclosures. Includes review of recent legislation governing transactions. (GR/P/NP) (A)

303 Real Estate Practices (3)
Three hours weekly. Prerequisite: Real Estate 100.
A study of day-to-day operations in real estate sales and brokerage, including listing, prospecting, advertising, financing, sales techniques, escrow, and ethics. Applies towards California educational requirements for the broker’s examination. (GR/P/NP) (F,S)

305 Real Estate Appraisal (3)
Three hours weekly. Prerequisite: Real Estate 100.
An introduction to the appraisal process and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis is on residential and single-unit properties. (GR/P/NP) (F,S)

306 Property Management (3)
Three hours weekly.
A comprehensive introduction to the property management profession for those seeking to enter the field, those already in the management field, and real estate practitioners seeking to broaden their education beyond listing and selling. (GR/P/NP) (F,S)

101 Introduction to Recreation Management (3)
Three hours lecture.
Acceptable for credit: CSU
An introduction to the principles of program management in recreation services in the areas of public and private domains, park, military and institutional settings as well as services to special populations. (GR/P/NP) (F,S)

103 Leadership in Recreation Services (3)
Three hours lecture.
Acceptable for credit: CSU
An examination of the theories of leadership, leadership behaviors, principles and procedures of leadership and supervisory responsibilities as applied by the recreation leader. Techniques for working with small groups, large groups, and specific clientele will also be presented. (GR) (F,S)

105 Program Planning for Recreation (3)
Three hours lecture.
Acceptable for credit: CSU
An exploration of recreational program planning including organization, implementation, and evaluation in both public and private settings. The interrelationship of needs and interests of people, physical settings, and activity content are covered. (GR) (F,S)

107 Recreational Sports Programming (3)
Three hours lecture.
An examination of the theories and practices of programming sports activities in a variety of recreational settings. Both individual and team sports will be studied. Emphasis will be placed on the planning of activities such as leagues, instructional programs, tournaments, and sports festivals. This class will study the development and operation of sports venues. Students will gain experience by planning actual events. (GR) (F,S)
SIGN LANGUAGE

120 American Sign Language 1 (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An introductory course in American Sign Language which presents basic sign vocabulary and grammar, the manual alphabet and topics related to signing and deafness. (GR/P/NP) (F,S)

121 American Sign Language 2 (3)
Three hours weekly. Prerequisite: Sign Language 120.
Acceptable for credit: CSU, UC
A continuation of Sign Language 120, emphasizing receptive and expressive skills, aspects of ASL grammar, vocabulary, literature, subcultures within the deaf community and the various education regimes for deaf children in the United States. (GR/P/NP) (F)

124 American Sign Language 3 (3)
Three hours weekly. Prerequisite: Sign Language 121 and completion of or concurrent enrollment in English 110.
Acceptable for credit: CSU, UC
Continuing development of skills learned Sign Language 121 emphasizing ASL grammar, vocabulary and idiomatic constructions. Provides an opportunity for further development of conversational techniques, focusing on expressive and receptive skill. Deaf cultural issues, non-manual markers, advanced classifiers and numbering systems will be explored. (GR/P/NP) (F2,S1)

130 Introduction to Conversational American Sign Language (3)
Three hours weekly. Prerequisite: Sign Language 120.
Acceptable for credit: CSU
Designed to improve conversational skills in American Sign Language by increasing vocabularies and perfecting grammatical structures. Emphasis is on improving expressive and receptive skills. (GR/P/NP) (S)

138 History of Deaf (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A culturally diverse exploration of the deaf from Aristotle to the present. Focus is on the ideas, events and laws that have shaped the community as viewed through literature, folklore, art, and philosophy. Interrelationship of societies is emphasized. This course is not open to students who are enrolled in or have received credit for English 138. (GR/P/NP) (S)

SOCIOLOGY

101 Introduction to Sociology (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A survey course in the science of society, which examines major sociological processes and structures with particular attention to American society. Emphases are placed upon basic sociological concepts, social institutions, social issues, and the connections between individual consciousness and the broader socio-historical context. (GR) (F,S)

102 Social Problems (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A survey of national and international social problems, their causes, and possible solutions. Macro level problems related to economic, gender, and ethnic stratification are emphasized as well as issues of criminality, drug abuse, environmental resources and pollution, and changing social institutions. (GR/P/NP) (F,S)

104 Social Science Research Methods (3)
Three hours weekly. Advisory: Sociology 101 or Psychology 101.
Acceptable for credit: CSU, UC
An introduction to sociological/psychological research methods. Presents the research process from topic selection through data collection for a variety of methods such as surveys, experiments, in-depth interviews, content analysis and comparative/historical research. This course is not open to students who are enrolled in or have received credit for Psychology 104. (GR/P/NP) (F,S)

106 Alcohol, Drugs, Addiction (3)
Three hours weekly.
Acceptable for credit: CSU
An overview of the role of alcohol and other drugs in society with emphasis on such topics as patterns of use; major categories of drugs; explanations of use, abuse and dependency; as well as prevention, intervention, and treatment. This course is not open to students who are enrolled in or have received credit for Human Services 106 or Psychology 106. (GR) (F,S)

110 Personal and Family Relationships in the 21st Century (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A study of today’s family from a sociological perspective. An overview of intimate relationships, including love, sex, gender roles, dating, forming partnerships, marriage, parenting, family values, and cultural differences is presented. (GR/P/NP) (F,S)

120 Race and Ethnic Relations (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A survey and analysis of ethnic groups and their relations in the United States including the stratification systems, prejudice, and discrimination. (GR/P/NP)

121 Social Psychology (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An examination of how human behavior, attitudes, emotions, and thoughts are affected by the social situation. Topics include self-concept, intimate relationships, prejudice, obedience to authority, social influence, group-decision making, and multicultural relations. The use of social psychology in understanding diversity, sexism, and international conflicts is discussed. This course is not open to students who are enrolled in or who have received credit for Psychology 121. (GR) (F,S)
122 Sociology of the Hispanic Culture (3)
Three hours weekly.
Acceptable for credit: CSU, UC
A sociological exploration of the culture of Mexican Americans, Puerto Rican Americans, and Cuban Americans. Topics include educational, political, and economic status. Emphasis will be on immigration patterns, cultural values, social images, assimilation patterns, and pluralism. (GR/P/NP) (F,S)

155 Media and Society (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An exploration of the complex interaction between the mass media and individuals, culture and other social institutions. While focused on the United States, the issue of an increasingly globalized mass media and the emergence of global culture is also addressed. Topics include the effects of mass media on public opinion and popular culture; the various racial, ethnic and gender stereotypes in the mass media; the ways in which politics affects and is affected by mass communication; the consequences of privately owned media; the major changes in technologies; and the emergence and growth of a "global culture" based on media technology and organizations. (GR/P/NP) (F,S)

179, 379 Workshops in Sociology (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
For course description see "Workshops."

SPACE OPERATIONS

128 Materials and Processes (3)
Three hours lecture, one hour lab weekly. Advisory: Math 311.
Acceptable for credit: CSU
Introduces students to the physical properties and characteristics of common materials and commodities used in the aerospace industry. Topics include compatibility of materials, basic metallurgy, and processes. (GR) (S)

SPANISH

101 Elementary Spanish (5)
Five hours lecture, one hour lab weekly.
Acceptable for credit: CSU, UC
An introduction to current Spanish, stressing pronouncing, understanding, speaking, writing, and reading the language. In a question and answer format, students receive oral and written practice in sentence structure, vocabulary, and idiomatic Spanish. Includes an introduction to some cultural aspects of the Spanish-speaking world. This course is not open to students who are enrolled in or have received credit for Spanish 121. (GR/P/NP) (F,S,U)

102 Elementary Spanish (5)
Five hours lecture, one hour lab weekly. Prerequisite: Spanish 101 or Spanish 121 or two years of high school Spanish.
Acceptable for credit: CSU, UC
A continuation of Spanish 101, emphasizing oral and written participation, and continuing the cultural introduction to some aspects of Hispanic history, art, music, customs, and folklore. (GR/P/NP) (F,S)

103 Intermediate Spanish (5)
Five hours weekly. Prerequisite: Spanish 102 or three years of high school Spanish.
Acceptable for credit: CSU, UC
A review of Spanish grammar, with practice in reading, writing, and conversation. Includes some cultural and historical study of the Spanish-speaking world. (GR/P/NP) (F,S)

104 Intermediate Spanish (5)
Five hours weekly. Prerequisite: Spanish 103 or four years of high school Spanish.
Acceptable for credit: CSU, UC
A review of advanced grammar, with increased practice in reading, writing, and speaking in Spanish. Continues the study of Hispanic culture and history begun in Spanish 103, and introduces the students to contemporary Hispanic literature. (GR/P/NP) (F,S)

105 Advanced Composition and Grammar (5)
Five hours weekly. Prerequisite: Spanish 104.
Acceptable for credit: CSU, UC
A review of grammar with increased practice in reading, writing, and speaking in Spanish at the advanced level.

Essay writing, writing as a communicative and solitary process, and the skills necessary to manage the writing interaction will be emphasized. Use of authentic Spanish language literary works provides the medium for essay production and class discussions. (GR/P/NP) (A)

110 Introduction to Conversation in Spanish (2)
Two hours weekly. Prerequisite: Spanish 101 or Spanish 121.
Acceptable for credit: CSU
Designed to help students sharpen their conversational skills in Spanish by increasing their vocabularies and perfecting grammatical structures learned in Spanish 101. Emphasis is on improving aural-oral skills. (GR/P/NP) (U)

111 AB Intermediate Spanish Conversation (2)
Two hours weekly. Prerequisite: Spanish 102.
Acceptable for credit: CSU, UC
Designed for students who have completed one year of college Spanish (Spanish 101 and 102), emphasizing oral practice of the basic structures learned in Spanish 101 and the expansion of the students' vocabularies. (GR/P/NP) (F,S)
112 Advanced Spanish Conversation (3)
Three hours weekly. Prerequisite: Spanish 104.
Acceptable for credit: CSU, UC
Designed for students who have completed one year of intermediate Spanish. Oral communication at the advanced level is emphasized. Spanish-language films will be used as springboards for conversation of various themes, topics, and cultural experiences. (GR/P/NP) (A)

120 Fundamentals of Spanish (3)
Three hours weekly.
Acceptable for credit: CSU, UC - Credit limitation
An introduction to current Spanish, stressing pronouncing, understanding, speaking, reading, and writing the language, and offering oral and written practice in sentence structure, vocabulary, and idiomatic Spanish. Includes an introduction to some aspects of the culture of the Spanish-speaking world. The Spanish 120-121 sequence is equivalent to Spanish 101. This course is not open to students who are enrolled in or have received credit for Spanish 101. (GR/P/NP) (F,S,U)

121 Fundamentals of Spanish (3)
Three hours weekly. Prerequisite: Spanish 120.
Acceptable for credit: CSU, UC - Credit limitation
A continuation of Spanish 120, paralleling the material in the second half of Spanish 101. The Spanish 120-121 sequence is equivalent to Spanish 101. This course is not open to students who are enrolled in or have received credit for Spanish 101. (GR/P/NP) (F,S,U)

148 Hispanic Literature in Translation (3)
Three hours weekly. Prerequisite: English 101.
Acceptable for credit: CSU, UC
An introduction to Hispanic literature as translated into English focusing on the themes and symbols characteristic of such literature. Cultural differences will be explored. Students will read works both critically and analytically. This course is not open to students who are enrolled in or have received credit for English 148. (GR)

170 Library Research Methods (2)
Two hours weekly. Advisory: Completion of or eligibility for English 300 is advised.
Acceptable for credit: CSU, UC
Presents effective methods for library research to locate, critically evaluate, and ethically use information from a variety of print, non-print and online resources. Students will learn research skills and strategies for college term papers and life-long learning while exploring the changing world of information. (P/NP) (F,S)

199 Topics in Library Research (.5-3)
Acceptable for credit: CSU, UC-Determined after admission
Lecture and/or lab as required by unit formula. Eligibility for enrollment will be determined by content of course.
Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics being offered. Offerings identified by 199 are not offered on a regular cycle (not within a two-year period). (GR) (A)

101 Public Speaking (3)
Three hours weekly.
Acceptable for credit: CSU, UC
An introduction to the theory and practice of presenting speeches for various situations and audiences. Students become better communicators by learning how to appropriately select a topic, research, organize, outline, and effectively present informative, persuasive, and special occasion speeches. (GR/P/NP) (F,S,U)

102 Small Group Communication (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Provides an introduction to the dynamics of communication in task-oriented groups. Through practice and research, students will explore group discussion theory including problem solving, decision making, verbal/nonverbal communication, leadership styles, conflict management, participation and roles. Oral group presentations are required. (GR/P/NP) (F,S,U)

103 Interpersonal Communication (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Explores the theories regarding conversational behavior as it is generated, enacted and understood in social and intimate relational contexts. Areas of study will include nonverbal messages, language, perception, power, listening, patterns, regulation, and communication competence. (GR/P/NP) (F)
106 Argumentation and Debate (3)
Three hours weekly. Advisory: English 101 and Speech 101 and/or Speech 102.
Acceptable for credit: CSU, UC
An introduction to argumentation theory. Students develop skills in methods of research, organization, and delivery of arguments. Emphasis is on the development of logical and articulate arguments for claims. Critical listening and analytical thinking are developed through the application of argumentation theory to speeches, cases and debates. (GR/P/NP) (F,S,U)

108 Oral Interpretation of Literature (3)
Three hours weekly.
Acceptable for credit: CSU, UC
Through theory and practice, students will discover and communicate the intellectual, emotional, and aesthetic meaning of literature by choosing, analyzing, rehearsing, and orally presenting short selections of prose, poetry, and drama. (GR/P/NP) (S)

110 Intercultural Communication (3)
Three hours weekly. Advisory: English 301.
Acceptable for credit: CSU, UC
A study of intercultural communication theory. An understanding of cultural aspects and communication problems within and between ethnic groups is emphasized. (GR/P/NP) (S)

189 ABCD Independent Projects in Speech (1-3)
Acceptable for credit: CSU; UC-Determined after admission
For course description see "Independent Projects."

301 ABC Selected Welding Projects (1)
Two hours lab weekly.
Projects selected by the student upon the recommendation of any faculty member and developed under the direct counseling and guidance of the instructional staff in the Welding Technology disciplines. All work is completed within the welding facilities under the direct supervision of the responsible instructor. The student will develop the skills necessary to complete the project. (GR/P/NP) (F,S)

306 Layout and Fabrication Interpretation (3)
Two hours lecture, two hours lab weekly. Prerequisite: Welding Technology 106.
Enables the student welders to interpret working drawings and shop drawings. Students will sketch fabrication and layout schemes for welding and jigs and/or assembly of small projects. (GR/P/NP) (A)

307 G.M.A.W. Welding (3)
Two hours lecture, four hours lab weekly. Prerequisite: Welding Technology 106.
Provides students with the theory and practical applications of gas metallic arc welding (G.M.A.W.), and the operation of gas metal arc welding equipment. (GR/P/NP) (A)

308 T.I.G. Welding (3)
Two hours lecture, four hours lab weekly. Prerequisite: Welding Technology 106.
Provides students with the theory and practical applications of gas tungsten arc welding and the operation of gas tungsten arc welding equipment. (GR/P/NP) (A)

312 ABC Pipe Fitting and Welding (3)
Two hours lecture, four hours lab weekly. Prerequisite: Welding Technology 107.
Designed to familiarize students with the highly specialized pipe fitting and welding industry and to provide the opportunity for students to develop the skills necessary for entering and advancing in the pipe welding field. (GR/P/NP) (A)

315 AB Metal Fabrication (4)
Two hours lecture, six hours lab weekly. Prerequisite: Welding Technology 107.
Provides the student with the opportunity to combine previously learned skills into a system requiring the use of prints, tolerances, and specifications. (GR/P/NP) (A)

330 Welding Certification (3)
Two hours lecture, four hours lab weekly. Prerequisite: Welding Technology 107 or 307 or 308.
Provides the advanced student with the theory and practical application of welding procedures and techniques in preparation for certification in the following areas: gas metal arc welding or shielded metal arc welding or gas tungsten arc welding. These meet the codes as provided by the American Welding Society, American Petroleum Institute, American Society of Mechanical Engineers Standards. (GR/P/NP) (A)
331 ABC Welding Certification Lab (2)
One hour lecture, three hours lab weekly. Prerequisite: Welding Technology 330.
Provides the advanced student with the practical application of welding procedures and techniques in preparation for certification in the following areas: gas metal arc welding or shielded metal arc welding or gas tungsten arc welding. These meet the codes as provided by the American Welding Society, American Petroleum Institute, American Society of Mechanical Engineers Standards. (GR/P/NP) (A)

381 Industrial Mathematics (3)
Three hours weekly. Prerequisite: Eligibility for Math 511. Designed as the basic mathematics class for the industrial and engineering technology student wishing to gain proficiency in the applications of mathematics to practical situations, including percentage, area, volume, speed ratios of equipment, horsepower, and the essentials of plane trigonometry. This course is not open to students who are enrolled in or have received credit for Auto Body 381, Automotive Technology 381, Engineering Technology 381, Machine Technology 381, Maintenance Technology 381. (GR) (A)

399 Topics in Welding (.5-3)
Lecture and/or lab as required by unit formula. Prerequisite/Corequisite/Advisory: may differ with each topic. Provides an opportunity to explore particular aspects of the discipline, which are not covered in detail in the existing program. See the current schedule of classes for topics.

WILDLAND FIRE TECHNOLOGY
See FIRE TECHNOLOGY

WORKSHOPS

179, 379 Workshops (.5-10)
179 - Acceptable for credit: CSU, UC-Determined after admission
Lecture and/or lab as required by unit formula. Twelve units may be applied toward graduation requirements.
Designed to meet specific needs in the college and community as they are identified. Each class will carry a specific workshop title relating to the discipline concerned. Advanced level workshops may require academic or equivalent prerequisite or corequisite. Workshops labeled 179 are transferable; those labeled 379 are non-transferable.
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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
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<tbody>
<tr>
<td>Alice Caddell</td>
<td>Children’s Center Lab Director/Instructor</td>
<td>Ph.D., University of California, Santa Barbara</td>
</tr>
<tr>
<td>Angela Caballero de Cordero</td>
<td>Associate Professor, Counseling</td>
<td>A.S., Imperial Valley College; B.S., California Polytechnic State University; San Luis Obispo</td>
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<tr>
<td>Robert Allredge</td>
<td>Electronics</td>
<td>B.S., Chapman College</td>
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<tr>
<td>Maria Allegre</td>
<td>English</td>
<td>A.A., Cerritos College; B.A., California State University, Long Beach; M.F.A., University of California, Irvine</td>
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<tr>
<td>Héctor Álvarez</td>
<td>Counseling</td>
<td>B.S., California Polytechnic State University, San Luis Obispo</td>
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<tr>
<td>Diane Auten</td>
<td>Speech</td>
<td>B.A., California Polytechnic State University, San Luis Obispo; M.A., San Jose State University</td>
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<tr>
<td>Alvaro Avila</td>
<td>Coordinator/Instructional Law Enforcement Programs</td>
<td>B.S., Weber State University; M.S., Kennedy West University</td>
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<tr>
<td>Sheri Bates</td>
<td>Physical Education</td>
<td>B.A., College of the Pacific; M.P.E., Idaho State University</td>
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<tr>
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ALLAN HANCOCK COLLEGE LOCATIONS

Lompoc Valley Center
One Hancock Drive
Lompoc

Santa Maria Campus
800 S. College Dr.
Santa Maria

VAFB Center
14003 Wyoming Ave.
VAFB

Santa Ynez
S.Y. High School

Solvang

Solvang Center
320 Alisal Rd., #306
Solvang

LomPOC VALLEY CENTER

DESIGNATED SMOKING AREA

BLDG. 1
ADMINISTRATION
BOOKSTORE
COUNSELING
FINANCIAL AID
FOOD SERVICES
HEALTH SERVICES
INFORMATION
LIBRARY
POLICE
REGISTRATION

BLDG. 2
CALWORKS
CERTIFIED NURSING ASST.
COMPUTER ART/GRAphIC DESIGN LAB
COMPUTER LABS
GENERAL CLASSROOMS
COOPERATIVE EDUCATION
LEARNING ASSISTANCE PROGRAM
JOB PLACEMENT/CAREER SERVICES
PHARMACY TECHNICIAN
UNIVERSITY TRANSFER CENTER

BLDG. 3
ART STUDIO
GENERAL CLASSROOMS
PHYSICAL EDUCATION/DANCE
PLANT SERVICES
SCIENCE LABS

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<td>Severson Theatre</td>
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<tr>
<td>Shipping &amp; Receiving</td>
<td>CBC</td>
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<td>Social Sciences Department</td>
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<td>Sports Pavilion (Gymnasium)</td>
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<td>Student Activities</td>
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<td>Student Center</td>
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<td>Superintendent/President’s Office</td>
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<td>Testing Center</td>
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<td>Tutorial Center</td>
<td>L South</td>
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<tr>
<td>University Programs Classrooms</td>
<td>W</td>
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<td>University Programs Office</td>
<td>L 208</td>
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<td>University Transfer Center</td>
<td>A</td>
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<td>Veterans Affairs</td>
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<td>Writing Center</td>
<td>L South</td>
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</table>
2009-2010 Calendar

Summer 2009

M Mar. 30 Apply for Admission – Summer 2009 Session
M–W Apr. 27 – June 3 Web REGISTRATION* Summer
M May 25 Memorial Day - College Closed
T W June 9, 10 Inperson REGISTRATION* Summer Session
M June 15 6 & 8-week classes begin
M–W June 15-17 Late In-person registration*, Summer Session
W June 17 Last day to add 6 & 8-week classes
W June 24 Last day to drop without W, 6-week classes
W June 24 Last day to select PASS/NO PASS option, 6-week classes
M June 29 Last day to drop without W, 8-week classes
M June 29 Last day to select PASS/NO PASS option, 8-week classes
F, S July 3, 4 Independence Day - College Closed
M July 13 Last day to drop 6-week classes
F July 17 Last day to file petitions for summer diploma or certificate
W July 22 6-week classes end
W July 22 Last day to drop 8-week classes
Th July 23 Final Exams - 6-week classes (Consult Final Exam Schedule)
W Aug. 5 8-week classes end Th Aug. 6 Final Exams – 8-week classes (Consult Final Exam Schedule)
Th Aug. 13 Summer session grades due in Admissions & Records by noon

Fall 2009

T Dec. 1 Apply for Admission – Fall 2009 Semester
T – W Dec. 15 – 23; and
F Jan. 8 Last day to drop without W, Fall 2009 Semester
M – F Jan. 4 – Jan. 15 Web REGISTRATION* – Spring Semester
M, T Jan. 25, 26 Inperson REGISTRATION* Spring
M Jan. 18 Martin Luther King, Jr. Day – College Closed
T Jan. 19 Community Education classes begin
Th, F Jan. 28, 29 Staff Development Days
F Jan. 29 All Staff Orientation
M Feb. 1 Credit day, evening, and Term 3 eight-week classes begin
M–F Feb. 1 – 5 Late In-person registration*
F Feb. 5 Last day to add Term 3 eight-week classes
F Feb. 5 Last day to add semester-length classes
F, S Feb. 12, 13 Lincoln Day - College Closed
M Feb. 15 Washington Day - College Closed
Th Feb. 18 Last day to drop without W, Term 3 eight-week classes
Th Feb. 18 Last day to select PASS/NO PASS option, Term 3 eight-week classes
M Mar. 8 Last day to drop without W, semester-length classes
M Mar. 8 Last day to select PASS/NO PASS option, semester-length classes
F Mar. 12 Last day to drop Term 3 eight-week classes
W Mar. 24 Term 3 eight-week classes end
F Mar. 25-26 Final Exams - Term 3 eight-week classes (Consult Final Exam Schedule)
Th, F Mar. 25-26 Final Exams - Term 3 eight-week classes
M Apr. 5 Term 4 eight-week classes begin
W Apr. 7 Last day to register in or add Term 4 eight-week classes
F Apr. 9 Last day to file petitions for spring diploma or certificate
M – S Mar. 29 - Apr. 3 Spring Recess - NO Credit Classes (College Closed Apr. 2,3)
T Apr. 20 Last day to drop without W, Term 4 eight-week classes
T Apr. 20 Last day to select PASS/NO PASS option, Term 4 eight-week classes
F Apr. 30 Last day to drop semester-length classes
Th May 13 Last day to drop Term 4 eight-week classes
W May 26 Last day of instruction, semester-length and
Th – S May 27 – 29 Term 4 eight-week classes
Th – S May 27 – 29 Final Exams - Semester-length & Term 4 eight-week classes (Consult Final Exam Schedule)
M May 31 Memorial Day – College Closed
T-W June 1 - 2 Final Exams continue (Consult Final Exam Schedule)
Th June 3 Scholarship Awards Ceremony
F June 4 Commencement W June 9 Spring grades due in Admissions & Records by noon

Winter Intersession 2010 (4 Week)

M Oct. 26 Apply for Admission Winter 2010 Intersession
M–Th Nov. 30-Dec. 10 Web REGISTRATION* Winter Intersession
M–F Dec. 14 18 Inperson REGISTRATION* Winter Intersession
Th Dec. 24 Winter Holiday - College Closed
F Dec. 25 Christmas Holiday - College Closed
Th Dec. 31 Winter Holiday - College Closed
F Jan. 1 New Year’s Day – College Closed
M Jan. 4 Winter Intersession begins
J Jan. 4 Late In-person registration*, Winter Intersession
J Jan. 8 Last day to drop without W, Winter Intersession
F Jan. 8 Last day to select PASS/FAIL option, Winter Intersession
M Jan. 18 Martin Luther King, Jr. Day - College Closed
F Jan. 22 Last day to drop Winter Intersession
Th Jan. 28 Winter Intersession ends
Th Jan. 28 Final Exams - Winter Intersession
Th Feb. 4 Winter Intersession grades due in Admissions & Records by noon

Spring 2010

*Registration dates subject to change – see schedule of classes