Life Drawings by Marti Fast

Fine arts instructor Marti Fast loves to draw and teach. She inherited the art bug from both parents, and was fortunate to be inspired by the innovative founders of the Allan Hancock College fine arts department.

Her lifelong passion is life drawing -- the art of capturing on paper in 20 minutes or less the dynamics of balance, mood, expression and individuality of another human being. In her classes, students learn to draw quickly and confidently, and her greatest joy is when the lights go on and they perceive the world before them with the open eyes of an artist.

A graduate of San Jose State University, Marti has more than 35 years of experience creating, designing, curating, and teaching art at Allan Hancock College. She has served as the college’s art gallery director since 1997, and has taught classes including watercolor, drawing and design, and led art tours for the college’s Community Education program. Her drawings have been included in two volumes of “Strokes of Genius: The Best of Drawing” published by North Light Books.

The images on the cover and inside divider pages showcase Marti’s love for drawing the human form while capturing the gesture and energy of a moment in time.
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.
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ACADEMIC DEPARTMENTS

APPLIED SOCIAL SCIENCES
Dean – Ardis Neilsen
Department Chair – Al Avila
Administration of Justice  •  Culinary Arts
Early Childhood Studies  •  Education
Family & Consumer Sciences
Food Science & Nutrition
Human Services
BIOLOGY & CHEMISTRY
VP, Academic Affairs, Luis Sanchez
Department Chair – Marie Comstock
Accounting  •  Business  •  Real Estate
Computer Business Information Systems
Computer Business Office Technology
Cooperative Work Experience
COUNSELING
Dean – Charles E. Osiris
Department Chair – Yvonne Teniente-Cuello
Leadership  •  Learning Assistance
Personal Development
ENGLISH
Dean – Ardis Neilsen
Chair – Julia Raybould-Rodgers
English  •  Reading
EXTENDED CAMPUS
Dean – Rick Rantz
Apprenticeship Training  •  Cosmetology
Economic Development
FINE ARTS
Dean – Roanna Bennie
Artistic Director/Associate Dean, PCPA – Mark Boomer
Department Chair – Larissa Nazarenko
Art  •  Dance  •  Drama  •  Film
Graphics  •  Music  •  Photography
Multimedia Arts & Communication

HEALTH SCIENCES
Dean – Roanna Bennie
Department Chair – Bonny Friedrich
Dental Assisting  •  Medical Assisting
Nursing
INDUSTRIAL TECHNOLOGY
VP, Academic Affairs, Luis Sanchez
Department Chair – Ron Domingos
Architecture  •  Auto Body Technology
Automotive Technology
Electronics/Computer Electronics
Engineering Technology
Machine Technology
Space Operations
Welding Technology

KINESIOLOGY, RECREATION & ATHLETICS
VP, Academic Affairs, Luis Sanchez
Associate Dean – Kim Ensing
Department Chair – Chris Stevens
Athletic Training  •  Health Education
Intercollegiate Athletics
Physical Education  •  Recreation

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

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

MATHEMATICAL SCIENCES
Dean - Paul Murphy
Department Chair – Dominic Dal Bello
Computer Science
Engineering  •  Mathematics

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

SOCIAL & BEHAVIORAL SCIENCES
Dean – Ardis Neilsen
Department Chair - Gary Bierly
Anthropology  •  Economics
Geography  •  History
Humanities  •  International Studies
Philosophy  •  Political Science
Psychology  •  Sociology

PCPA – Mark Booher

AGRICULTURE
Dean – Paul Murphy
Department Chair – Larissa Nazarenko
Art  •  Dance  •  Drama  •  Film
Graphics  •  Music  •  Photography
Multimedia Arts & Communication
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.

In July 1954, the name of the college was changed to Allan Hancock College to honor Captain G. Allan Hancock, a prominent community leader who owned the land and facilities of the airfield.

In September 1954, the community voted to establish the Santa Maria Joint Junior College District. In 1963, the Lompoc Unified School District and Santa Ynez High School District were annexed to the community college district and the district was renamed the Allan Hancock Joint Community College District.

Today the district includes all northern Santa Barbara County and small parts of San Luis Obispo and Ventura counties, including the cities of Santa Maria, Lompoc, Cuyama, Guadalupe, Solvang and Buellton, and Vandenberg Air Force Base.

Since the first classes taught in 1952 at the Camp Cooke Army barracks (now Vandenberg Air Force Base), the college has offered extensive courses in the community and 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 the Santa Ynez Valley 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.

Facilities
In 1958, the voters approved a bond issue to purchase the airfield 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.

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 Theater, followed the next spring. The college bookstore was completed in May 1971.

In 1974, property and buildings located three blocks from the Santa Maria 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 physically disabled students and those 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 campus bookstore within its walls.

An extensive remodel and expansion of the college’s Learning Resources Center, one of the four original campus buildings, was completed in 2007. The building now includes a 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. It is named for Superintendent/President Emeritus Ann Foxworthy, Ph.D., who retired in 2005.

A $180 million general obligation bond, Measure I, was passed by voters in June 2006, and it is paving the way for additional new facilities and technology enhancements that will be completed over a 10-year period.

Measure I funds helped to complete two new buildings that opened in 2007. A new Community Education building opened in summer 2007, and it contains modern computer labs, classrooms and
office spaces, along with a professional culinary teaching kitchen. A two-story science building opened for fall classes in August 2007, offering state-of-the art labs and classroom spaces for the life and physical sciences, mathematical sciences and health sciences departments.

Groundbreaking for the new Student Services Center occurred in May 2010. Construction is under way and expected to be completed in spring 2013. This new facility will house under one roof important offices and functions that students need, including registration, admissions, financial aid, counseling, learning assistance and more. Adjacent to the Student Services Center will be a new administration building, which will house all administrative functions, including the superintendent/president’s office, human resources, facilities, business and administrative services and more.

Groundbreakings for two more major Measure I projects occurred in summer 2011: the Children’s Center Lab Addition on the Santa Maria campus and the Public Safety Training Complex at the college’s Lompoc Valley Center. Completion of the Children’s Center Lab Addition is expected in fall 2012. Estimated completion of the Public Safety Training Complex is summer 2013. Also in the planning stages are new fine arts facility, industrial technology buildings, athletic field renovations and ongoing technology enhancements.

### Academics and Career Training

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 entrepreneurship and viticulture and enology today.

To take advantage of rapidly-changing educational technology, the college began offering instruction on television in 1972, and classes via video in 1989. In 1998, online classes were incorporated into the curriculum. The college also carries a 40-year tradition of offering extensive evening classes.

Since becoming its law enforcement certificate program in 1965, the college has granted certificates in such areas as fire technology, dental assisting, licensed vocational nursing, medical assisting, nursing assistant, emergency medical technician, human services and many more.

Science courses such as microbiology, anatomy and geology are taught in exception 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.

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 one of the largest employers in southern 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 nearly 17,000 students each semester, 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. (Allan Hancock College Board Policy 1112, Allan Hancock College Board Policy 7200)

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 is available for review on the Allan Hancock College public website. In addition, the licensing or other approval documents by a state agency for the various programs that require additional credentials are available by request through the office of the Vice President of Academic Affairs.

Students may contact the Accrediting Commission for Community and Junior Colleges (ACCJC) directly with complaints related to noncompliance with accreditation standards. Information on the ACCJC complaint process can be accessed at www.accjc.org/complaint-process.

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.

Information from Learning Outcomes Assessment Committee

Assessment is the ongoing process of analyzing student academic achievements compared to expected outcomes. Student work may be used as part of the assessment process and will be anonymous. Activities may include, but are not limited to, examinations, performance assessments, written papers, projects, learning journals, portfolios, case studies, questionnaires, surveys, focus groups, interviews, and follow-up studies. Assessment differs from grades in that 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.

INSTITUTIONAL LEARNING OUTCOMES

What does Allan Hancock College contribute to the lives of its students? This question has inspired a dialog among our faculty, staff and students. Upon receiving an associate’s degree from Allan Hancock College, students will have achieved 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
   Communicate effectively using verbal, visual and written language with clarity and purpose in workplace, community and academic contexts.

   Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:
3. GLOBAL AWARENESS & CULTURAL COMPETENCE
Respectfully interact with individuals of diverse perspectives, beliefs and values being mindful of the limitation of your own cultural framework.
Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:
• 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
Define what information is needed to solve a real-life issue and then use appropriate technologies to locate, access, select and manage the information.
Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:
• 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
Use mathematical concepts and models to analyze and solve real life issues or problems.
Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:
• 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
Use scientific knowledge and methodologies to assess potential solutions to real-life changes.
Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:
• 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
Take the initiative and responsibility to assess your own actions with regard to physical wellness, learning opportunities, career planning, creative contribution to the community and ethical integrity in the home, workplace and community.
Examples of when students have demonstrated mastery of this ILO includes, but is not limited to:
• 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.

ALLAN HANCOCK COLLEGE FOUNDATION
The Allan Hancock College Foundation is a tax-exempt organization that raises funds to support the mission of Allan Hancock College. It provides for student success through scholarships and financial support for the college’s programs and projects. Funds are raised through the efforts of its distinguished volunteer board of directors. The foundation offers donors the opportunity to invest in education in Santa Maria, Lompoc Guadalupe and the Santa Ynez Valley and reap the benefits of living in communities enhanced by productive, engaged, and well-educated people.

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 the college admissions procedure.

ADMISSIONS PROCEDURE

Students will be admitted to Allan Hancock College if they have graduated from an accredited high school or have 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 non-native 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 Jan. 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 a 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 NONRESIDENT TUITION EXEMPTIONS

Assembly Bill 540 (Stats. 2001, ch. 814), which was enacted into law on Oct. 12, 2001, added 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 Jan. 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.

5. Students must currently reside in California to be eligible for the exemption. 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 with the college, including a signed affidavit, which indicates that 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 the 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 Jan. 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 claim 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 email. 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 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...
Students who do not possess a valid social security number must complete an admission application at the Santa Maria campus Office of Admissions and Records, the Lompoc Valley, Vandenberg AFB, or the Solvang centers. Once submitted, the admission 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. Once external transcripts are submitted, they become the property of the college. 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 Admissions and Records Office, Attn: Transcript Evaluator, 800 S. College Dr., Santa Maria, CA 93454-6399.

Allan Hancock College will retain these transcripts 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 T 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 classes 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 and 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 no more than nine units;

The offer of additional advisement and counseling assistance to students who have not declared an educational goal, are enrolled in no more than nine units;

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 four weeks 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.

Students may file an appeal with the dean, student services/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. 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 not dependent on academic skill prerequisites (such as some PE, art, dance and music courses) 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 or associate of science degree 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 of Student Services, Counseling and Matriculation. Within 10 working days of the receipt of the appeal, the student will be notified 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, student services/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 included on the list of approved courses available on the college website, www.hancockcollege.edu, and selecting College Now! in the Quick Links drop down menu. Students must achieve a START placement of English level 100 or higher, AND Reading 110 or higher in the courses that are designated with an asterisk on the College Now! web page to qualify for the College Now! program. An application for admission must be completed and included with the regular registration materials. First-time 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 schooled 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 county 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 six units or less. 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 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 who do not meet the aforementioned requirements and have exceptional circumstances may appeal to the Dean of Student Services, Counseling and Matriculation for consideration. Requirements open to appeal include: holding a 2.5 GPA and/or Junior/ Senior standing and/or enrolling in excess of six units. Appeal forms are available in the office of the Dean of Student Services, Counseling and Matriculation. Students may not appeal to take courses that are not on the approved College Now! List. Students interested in this program should contact their high school counselor, or visit the college website 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, Attn: 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 website, 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 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 agencies, please contact the Office of Admissions and Records at (805) 922-6966 ext. 3281.

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 nonresidents 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

Priority Registration (Day 1)

The first day of registration is “Priority Registration” assigned to groups mandated by Title 5, Sections 58106, 56232, and 56026 or other relevant state regulations. The following designated registration days shall be assigned to local groups as recommended by the matriculation committee and approved by the college superintendent/president and by the board.

<table>
<thead>
<tr>
<th>Day</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Learning Assistance program, EOPS program, foster youth/emancipated minor up to age 24, and any member or former member of the United States Armed Forces within four years of leaving active duty. (Check with the Financial Aid office to verify eligibility. Your military ID card or DD214 will be required for verification).</td>
</tr>
</tbody>
</table>

Designated Registration (Day 2, 3, 4, & 5)

Designated Registration is based on credits completed at Allan Hancock College. Credits completed are those which have been annotated to the student’s transcript with a final grade of D or better. Completed credits do not include course in progress.

<table>
<thead>
<tr>
<th>Day</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 2</td>
<td>Nursing Priority Students, LAP Volunteer Note Takers, TRIO and 50+ credits completed</td>
</tr>
<tr>
<td>Day 3</td>
<td>30-49.5 credits completed</td>
</tr>
<tr>
<td>Day 4</td>
<td>12-29.5 credits completed</td>
</tr>
<tr>
<td>Day 5</td>
<td>1-11.5 credits completed</td>
</tr>
</tbody>
</table>

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. Nonresident students interested in a payment plan must contact Auxiliary Accounting prior to enrolling.

Schedule of Classes

Complete information about classes offered and registration procedures is available online at www.hancockcollege.edu. Click Class Search on the home page to view the most current class schedule. For registration procedures and other services and requirements, click Important Information. Printed class schedules are also made available at all college locations and local public libraries free of charge, while supplies last.

Enrollment Fee

As of summer 2012 there is an enrollment fee of $46 per unit for all students classified as California residents.

Health Fee

A health fee of $18 ($15 for 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 Correction Institution (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, Vandenberg AFB or Solvang centers, 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 academic year at the district cashier in Santa Maria or at the administrative offices of the Lompoc Valley, Solvang or Vandenberg AFB centers. In addition to the privileges listed above, students may use the photo ID card to purchase tickets at a discounted rate for performances of the Pacific Conservatory of the Performing Arts (PCPA) and at AHC athletic events. 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 one time at the Santa Maria campus Admissions and Records office or the Community Education Building, or at the administrative office at the Lompoc Valley Center.

**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 provides 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 selecting the “opt out” box online during their registration process. They may also go to the Santa Maria campus Cashier office in building A, or the administration office at the Lompoc Valley, Solvang or Vandenberg AFB center, and fill out a waiver request form.

**Physical Education Equipment Fees**

Students in Physical Education classes will be assessed fees for not returning issued athletic equipment.

**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 main campus and South Campus and at the Lompoc Valley Center between the hours of 8 a.m. and 10 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. on Friday, when classes are in session. Parking permits may be purchased beginning the first day of web registration at Credential Solutions via MyHancock portal.

Four-wheel and two-wheel motor vehicles……..$20/Semester
Daily parking permit…………………………………….$2

Daily parking permits are valid for one calendar day and may be purchased from one of the vending machines located near the parking lots. Exact change is required for the vending machines—no change or refunds are given.

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. For more information, contact the Vandenberg AFB Center at (805) 734-3500.

For further information about traffic and parking regulations, students should refer to the Allan Hancock College Police Department website, Campus Police, Parking, or contact the police department at the Santa Maria campus at (805) 922-6966 ext. 3652, or the Lompoc Valley Center at (805) 922-6966 ext. 5652.

**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 Cashiering office and Financial Aid offices.

**Textbooks**

All students provide their own textbooks. The cost varies according to the degrees/certificates, but usually does not exceed $810 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

The health fee, student photo ID card fee and parking permit fee are refundable if the student drops all of their classes by the first day of the semester.

The enrollment fee, nonresident tuition fee, student representation fee, Student Center fee, physical education facilities fee and materials fees are refundable. Classes must be dropped within 10 percent of the scheduled class time. The deadlines for your class(es) are listed online under the My Account, Refund Deadlines. To view your student account schedule bill, log on to myHancock, select Student tab, then click Refund Deadlines in the My Account channel. For one-week classes, students must drop no later than the day before class begins. You may apply for your refund online or an application for a refund may be completed and submitted to a to a district cashier. Routine refunds are processed within 30 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 course, the student may obtain a refund of fees paid for the course. 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.

Refund Processing Fee

Refund of the enrollment fee is 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 will be withheld from the refund. If the refund is less than $10, the college will retain that amount for the processing fee. A maximum of $10 may be retained each semester.

Parking Fees

Parking fee refunds, except for Daily Permits, will be given up to the first day of the semester to those students who withdraw from all classes. To receive a refund, the student must submit to the Director, Public Safety/Chief of Police proof of withdrawal, a refund request form, the parking fee receipt and the parking permit.

Exceptions to Refund Policy

Enrollment Fees: 1) An exception may be requested if, due to extenuating circumstances (i.e., family emergencies, illness, employment), a student was not able to drop classes by the published deadline. 2) The extenuating circumstances must have occurred prior to the drop deadline. 3) All situations require written verification from an official source and must have occurred prior to the refund deadline. 4) A letter of appeal with the appropriate verification documentation must be submitted to the vice president, student services.

Parking Permit Fee: Follow steps one through three listed above. Step 4) A letter of appeal with the appropriate verification documentation must be submitted to the director, public safety/campus police.
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 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 that are 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 visits 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 campus and at the Lompoc Valley, Solvang and Vandenberg AFB centers.

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 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 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 technician and a dedicated computer lab for student athletes. Student-athletes are required to participate weekly in three hours of mandatory study hall. The academic technician 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 campus and the Lompoc Valley Center.

Priority Admission Transfer

Transfer can be a complicated process. The Priority Admission Transfer (P.A.T.) 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 P.A.T. program and to develop and complete an approved course of study for the specific institution to which they wish to transfer. The following colleges and universities are included:

California State University, East Bay (guarantee)
California State University, Monterey Bay (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)
Brandman University/Chapman University System, 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 transfer students

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 screenings and referrals to community agencies, doctors and clinics. 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. To maintain a high level of wellness, Health Services provides health education, health screenings, health and nutrition counseling and a variety of campus-wide programs. These services are available at the Santa Maria campus and the Lompoc Valley Center. Services are available at the Vandenberg AFB Center by appointment only. Registered nurses are available during regular posted hours. 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 about 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, 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 disponibles en español.

GRANT PROGRAMS

Board of Governors Financial Assistance Program

California community colleges provide the 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

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 (FSEOG)

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 $150 to $750. 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 communi-
ty 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 students with very low incomes. A minimum grade point average of 2.00 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 disability 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.

Satisfactory 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. Your progress will be evaluated at the end of the summer, fall and spring semesters by the standards listed below. Special note: All periods of enrollment for all students will be evaluated regardless of whether or not financial aid was received. Although some grades may be excluded by academic renewal or course repetition, federal regulations require that all grades must be counted for federal satisfactory academic progress standards.

I. Grade Point Average (GPA) Standard

You must maintain a minimum 2.00 cumulative GPA at AHC at the end of every semester. Courses completed with grades of A, B, C, D, CR, or P will be considered acceptable for satisfactory academic progress. Courses completed with an F are not acceptable for satisfactory academic progress. I, NC, NP or W grades will not be considered for GPA satisfactory academic progress. Even though a D is considered a passing grade, the total cumulative GPA must not fall below 2.00. Students who receive all CR, P or W notations will be considered to have a satisfactory GPA for that semester. CR or P grades are not included in the GPA calculations.

Students enrolled at AHC 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.

Warning for not meeting the GPA Standard

If you do not meet the GPA standard, you will be placed on GPA Warning for one semester. Your academic progress status will be displayed on the "myHancock" portal under your financial aid tab. Financial aid funding will be continued during the warning semester. If you do not meet the GPA standard again while on warning, your financial aid will be canceled. A student may remove warning status by bringing GPA up to a 2.00 GPA the next semester.

Reinstatement

Students canceled due to not meeting the cumulative semester GPA minimum standard of 2.00 will be eligible for reinstatement when they have achieved, without financial aid, a cumulative GPA of 2.00 or better. To be reinstated, the student must submit to the financial aid office the Request for Reinstatement form.

II. Unit Completion Standards - ( Pace- Progress Towards Educational Objective Standard)

Students are required to complete at least 70% of the cumulative units attempted. Courses that the Admissions and Records office has evaluated as equivalent to AHC courses will be counted into both the attempted and completed unit calculations for pace. This will be reviewed at the end of every semester.

Warning for not meeting the Unit progression standard

If you do not meet the progress standard, you will be placed on Unit Progression Warning for one semester. Your academic progress status will be displayed on the "myHancock" portal under your financial aid tab. Financial aid funding will be continued during the warning semester. If you do not meet the Unit Progression standard again while on warning, your financial aid will be canceled. A student may remove warning status by bringing unit calculations for pace up to 70% the next semester.
portal under your financial aid tab. Financial aid funding will be continued during the warning semester. If you do not meet the progress standard the next semester, your financial aid will be canceled. **Students will only receive ONE warning semester for not meeting the progress standard.**

**Reinstatement**
A student may be reinstated to a Warning status when the progress standard has been met. Financial aid funding will be continued during the warning semester.

**III. MAXIMUM TIME LENGTH TO ACHIEVE EDUCATIONAL GOAL**
A student is allowed to attempt a maximum number of units towards their program of study as indicated below under “Maximum Time Lengths for AHC Programs”. All AHC courses as well as all transfer courses that the Admissions and Records office has evaluated as equivalent to AHC courses will be counted towards a student's maximum units attempted regardless of whether financial aid was received.

**ENGLISH AS A SECOND LANGUAGE (ESL)** -- ESL courses required as part of your student's educational plan to complete an eligible degree or transfer program are eligible for payment. These courses will not be counted in the total attempted units.

**REMEDIAL/SPECIAL INSTRUCTION COURSES** -- A maximum of 30 remedial/special instruction total units will be allowed for financial aid funding. For example, a student in a 60 unit certificate program that is at least 16 units to be eligible for financial aid funding.

Maximum Time Lengths for AHC Programs

**Associate Degree**: The Associate degree requires completion of a minimum of 60 units at AHC. Students must complete their goal by the time they have attempted 90 units. All units from other colleges will be counted in units towards the degree.

Certificate: AHC offers certificate programs each requiring a specific number of units for completion. Students enrolled in certificate programs must complete their goals by the time they have attempted 150% of the number of units required for their program. A student must be in a federally recognized certificate program that is at least 16 units to be eligible for financial aid funding. For example, a student in a 60 unit certificate program must complete that goal by the time the student has attempted 90 units. The maximum units attempted for a certificate goal requiring over 60 units may not exceed 90 units. Units from other colleges accepted by AHC will be counted in units towards the certificate.

Transfer 4-year degree programs: A student planning to transfer to a four-year college may be enrolled in a transfer program which requires a minimum of 60 units of college level work in order to transfer to that college. The AHC articulation agreements with CSU, UC and a very limited number of private colleges may be used to determine if the student is in an eligible transfer program. Transfer programs require completion of a minimum of 60 transferable units at AHC. Students must complete their transfer goal by the time they have attempted 90 units. Units from other colleges accepted by the college will be counted in this evaluation.

**VI. APPEALS FOR NOT MEETING SATISFACTORY ACADEMIC STANDARDS**
A student canceled for not meeting satisfactory academic standards may appeal based upon the following documented extenuating circumstances that directly affected their academic performance:

- Death of an immediate family member
- Serious medical problem affecting the student or dependent child
- Family emergency directly affecting the student
- Other documented extenuating circumstances

A Satisfactory Academic Progress Appeal Form may be obtained from the Financial Aid Office. The student is responsible for presenting sufficient information and documentation to substantiate the existence of extenuating circumstances. The Financial Aid Appeals Committee will review the appeal. Written notification will be mailed once a decision is reached. The committee makes the final and binding decision.

Appeals can only be approved for the current term or for future semesters. Federal regulations do not allow financial aid eligibility to be reinstated to semesters that have already ended.

**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. The Career and Technical Education Center (CTEC) 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](http://www.ahcfoundation.org) and from the college’s Financial Aid office. The application deadline is mid-November. Awards range from $500 to $10,000. Selection is made by members of a campus-wide scholarship selection committee, with representatives from faculty, counseling, staff and the foundation. Scholarships are available to students continuing at Allan Hancock Col-
lege and to students transferring from Allan Hancock College to a university 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, (805) 922-6966 ext. 3216.

Outside Scholarships

Many community organizations award scholarships to students attending Allan Hancock College. These funds are usually forwarded to the college after the student has verified with the organization that they have met the funding requirements of that particular scholarship. When the funds are received by Allan Hancock College and enrollment qualifications verification, the funds are placed into the student account.

LOANS

Federal Direct Student Loan Program

The Federal Direct Loan Program enables students to borrow funds from the Federal government to help meet college costs. Loans are processed by the college and approved by the Federal government. A student must first apply for a Federal Pell Grant before eligibility for a Direct Loan can be determined. The Direct 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)

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, peer advising and help navigating the financial aid process. Eligible students may receive cash grants, book vouchers, extra hours of tutoring, priority registration, limited textbook loans and health fee waiver 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 Title 5 guidelines.

Applications may be obtained from 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. 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 help pay for child care and transportation costs. To qualify, a student must be EOPS eligible.

The CARE Center is located in building W, room 24, and provides CARE students with a space to study and complete homework assignments, talk with other CARE students and meet with the CARE specialist. A computer lab is available for student use. Also, an academic counselor is on site several days a week for student convenience. The CARE Center is a child friendly site; therefore CARE parents are encouraged to bring their children with them when they visit the CARE center. For more information you may reach us at (805) 922-6966 ext. 3623.

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 training and skills they need to transition off of cash assistance and ultimately achieve long-term self-sufficiency. Available services include: new student orientation; 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; work-study opportunities; monitored study labs; tutoring; and a limited textbook lending program. The CalWORKs program is located in building N-Annex, room 101, (805) 922-6966 ext. 3869, or at the Lompoc Valley Center, room 2-113, ext. 5247.

WORKFORCE RESOURCE CENTER

Allan Hancock College offers at the Workforce Resource Center a variety of credit and non-credit classes 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, résumé 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.

CAREER AND TECHNICAL EDUCATION CENTER (CTEC)

The Career and Technical Education Center (CTEC) is committed to serving our diverse student population by providing an array of needed services in one convenient location. Students can obtain information about job opportunities as well as have access to a wealth of resources to help them make informed career decisions. Pre-employment services, including resume development and interview preparation, work place skills testing, and industry certification exams are available by appointment. Students are encouraged to expand self-knowledge through the use of career assessments and research of current occupational information. The CTEC is an official American College Testing (ACT) Service test center, offering occupational and professional certification exams. Job applicants are able to obtain work readiness certification through the ACT WorkKeys® job skill assess-
ment system. Academic counseling for career and technical education (CTE) students is available. Students must contact the counseling department at (805) 922-6966 x 3293 to schedule an appointment. Students who work or volunteer may earn college credit by participating in the cooperative work experience (CWE) program. Interested students should contact the business education department at (805) 922-6966 x3239 for course and program specifics. The CTEC staff is available 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. Registration and completion of the online orientation to CTEC services is required.

POLICE DEPARTMENT

It is the mission of the Allan Hancock College Police Department to serve the campus 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 (805) 922-6966 ext. 3652 (business hours, evenings or weekends); or ext. 3911 (emergency). To contact the Lompoc Valley Center, call (805) 922-6966 ext. 5652 (business hours, evenings or weekends); or ext. 5911 (emergency). The Allan Hancock College Police Department has entered into a Memorandum of Agreement with both the Santa Maria Police Department and the Lompoc Police Department for coverage of the campuses after hours, weekends and holidays. These Memoranda of Agreement also provide additional police support for specialized and complex investigations, and additional staffing responses for large scale incidents. Emergency call boxes at the Santa Maria campus and Lompoc Valley Center are located in various parking lots with preset 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 or via myHancock, http://www.hancockcollege.edu, myHancock.

Penal Code Section 290.01, effective October 28, 2002, requires persons classified as serious and high-risk sex offender registrants to register with the Allan Hancock College Police Department per Penal Code requirements. Questions should be directed to the department at (805) 922-6966 ext. 3652.

TRAFFIC REGULATIONS

The speed limit on the Santa Maria campus and Lompoc Valley Center perimeter is 25 miles per hour. The speed limit in all District parking lots is 15 miles per hour.

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

PARKING REGULATIONS

When classes are in session, parking permits are required 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 Thursday, and 8 a.m. to 4 p.m. on Friday. Students may park in white-lined stalls only.

Permits may be purchased beginning the first day of web registration. Permits may be purchased online at Credentials Solutions via MyHancock portal.

Registration periods, cashier hours and locations are set by the Admissions & Records and Auxiliary Accounting offices and are subject to change. Refer to the Allan Hancock College website at www.hancockcollege.edu for more information.

One-day permits may be purchased for $2 from one of the vending machines located near the parking lots on the Santa Maria campus, South Campus and at the Lompoc Valley Center. Students may park in white-lined stalls only. Vending machines require exact change; no refunds or change will be given.

Parking regulation information is also available through the Allan Hancock College Police Department website or office.

CAMPUS CHILDREN’S CENTER

Buildings Z and J on the Santa Maria campus house the Children’s Center and the Early Childhood Studies program, 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, anti-bias 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 5 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 (805) 922-6966 ext. 3569 or stop by building J, room 20 for more information. Please do not contact the center classrooms directly.

LIBRARY/Academic Resource Center

Building L on the Santa Maria Campus houses the Library (L-North) and the Academic Resource Center (ARC) (L-South). 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 L-203, and Multimedia Services, including the Teacher Learning Center.

The Santa Maria Library and the Lompoc Valley Center Jacoby Library include collections of more than 70,000 books, AV materials, journals, newspapers and magazines. Online resources include the library catalog and electronic versions of books, journals, magazines, resource guides and reference works. The libraries also have wireless and Internet access for research. Students may request materials from either library to be delivered free to any college site. For more information, call (805) 922-6966, ext. 3224 for Santa Maria or ext. 5322 for Lompoc. The LVC Jacoby Library also houses Tutorial Services and the Open Access Computer Lab.

The Open Access Computer Labs (OACL) provides computer access to registered AHC students who present a current student 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 (805) 922-6966 ext. 3751 for Santa Maria or ext. 5223 for Lompoc.

The Tutorial Centers provide free peer tutoring for many of the courses offered by the college. Tutoring can be one-time only or ongoing throughout 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 peer tutors. For more information, call (805) 922-6966 ext. 3260 for Santa Maria or ext. 5223 for Lompoc.

In the Writing Center, students enrolled in an English or ESL course with a required lab component or in ENGL 306 (the Writing Lab course) receive help with reading and writing. Writing Center faculty and staff offer one-on-one assistance in writing and reading in any discipline. Writing Center students also have access to computers for researching and word processing. For more information, call (805) 922-6966 ext. 3501.

Distance Learning

Blackboard is the official course management system supported by Allan Hancock College. To enroll in an online distance learning course, students must use the internet and their Allan Hancock College e-mail account. Distance learning classes require regular participation of a minimum number of hours each day or week (see the online schedule of classes for details about a specific section). 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 Lab at either the Lompoc or 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 your online instructors.

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 (805) 922-6966 ext. 3320, or visit the distance learning link at: www.hancockcollege.edu/DistanceLearners/.

Computer Resources Center

The Computer Resources Center, located in building K on the Santa Maria campus, 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 5 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 accom-
reasonably accommodate a student with a verified disability. The reasonable accommodations procedures set forth by the district. A student with a verified disability shall follow the reasonable accommodations procedures set forth by the other institution.

A substitution granted by the college will be accepted by an institution inconsistent with Title 5 regulations, nor can it ensure that Allan Hancock College cannot grant a substitution that is inconsistent with Title 5, Section 56026.

A student with a verifiable disability may request academic accommodations for students with disabilities. Reasonable accommodations include, but are not limited to, 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 K-Annex, or call (805) 922-6966 ext. 3274.

In compliance with state and federal requirements, it is the policy of 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 that accommodation of 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
Step 4 This committee will review the student’s petition.

Step 5 Within five working days, or as soon as practical, the superintendent/president will issue a decision.

Step 6 Within 10 working 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 (805) 922-6966 ext. 3472.

**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)**

- **VA Vocational Rehabilitation Program (Chapter 31)**

- **Veterans Educational Assistance Program (VEAP) (Chapter 32)**

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

- **Dependents G.I. Bill (Chapter 35)**

**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 unremarried 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 $12,209 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 have completed the IADT and 180 days of service in the reserves.

Initial applicants must provide county-recorded copies of all DD 214s 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.

Academic Requirements

All VA recipients are required to maintain satisfactory progress toward their educational objective and a minimum grade point average of 2.0 (C) for each period of enrollment. A separate Veterans’ Bulletin outlining standards of progress and attendance is available to all veterans. It is essential that all recipients are thoroughly familiar with these federally mandated standards.

Evaluation is required to allow credit for prior training, including college, military and correspondence school. Air Force military evaluations may be obtained free from the Community College of the Air Force and from the Army for those who have entered service since Oct. 1, 1981.

All students must have an approved course requirement list prepared by a counselor or a statement of course requirement from a four-year institution no later than the end of the first period of enrollment. Entering students who have earned 24 or more units will not be certified for VA assistance until the course requirement list is prepared. All transcripts and military evaluations must be on file prior to this counseling. VA policy prohibits payment for any course not required for graduation in the student’s stated objective.

Further information and applications for benefits may be obtained from the Veterans Affairs office, Student Services, building A, Santa Maria campus; the Lompoc Valley and Vandenberg AFB centers; or at the County Veterans Service Office at 511 E. Lakeside Parkway, Rm. 47, Santa Maria, or the Veterans Memorial Building, 108 E. Locust St., Lompoc.

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 Associated Student Body Government of Allan Hancock College will strive to:

- Represent the needs, interests and perspectives of AHC students at every level of decision making within the college, to regional and state organizations and nationally as necessary and appropriate to promote and encourage student success;
- Provide students with opportunities to engage in learning and leadership as well as governing processes and parliamentary procedure;
- Support a vibrant student life on campus consisting of extracurricular activities and events that encourage cultural diversity, unity and college pride in order to enhance the general welfare and academic success of AHC students.

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 campus-wide 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: Alpha Gamma Sigma-Aquarius (AGS); Associated Degree of Nursing Program; American Institute of Architecture Students (AIAS); Auto Body Club; Asian Pacific International Club (APIC); College Achievement Now (CAN); CE’ENI; Cheer Squad; Dental Assistants of the Future; Dream Club; Entrepreneurship Club; Follow Po-Lo; Future Medical Assistants of AHC; Gay Straight Alliance; Intervarsity; Media Arts Club; Paralegal Association; Mathematics, Engineering, Science Achievement Club (MESA); Society for the Advance-ment of Chicanos and Native Americans in Science (SACNAS); Sun Lotus Group; Taste Makers; Viticulture/Enology and Young Progressive Democrats.

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 have included study opportunities in Spain, France, Africa, the Czech Republic, Germany, Chile and
Argentinian, among others. For more information, contact the dean, academic affairs, at (805) 922-6966 ext. 3261.

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. Allan Hancock College Football competes within the Southern California Football Association, the National Northern Division.

The college provides a wide range of intercollegiate sports for both men and women. Men’s sports include baseball, basketball, football, golf, soccer, and track and field. Women’s sports include basketball, cross country, 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/athletic director Kinesiology, Recreation, & 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 30 of each year for the previous reporting year. Such information is available online at http://ope.ed.gov/athletics/.

In compliance with State and Federal Title IX laws pertaining to equitable opportunities for men and women, respective community colleges, governed under the commission on Athletics/California Community College Athletic Association, must complete and report the three-part test as indicated on the Form R-4. The three part test includes: participation proportionate to full-time undergraduate enrollment, continued program expansion, or fully and effectively accommodating the underrepresented sex.

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, scholarships, internships, career and leadership development activities and transfer counseling. 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, on the Santa Maria campus. For more information, call MESA at (805) 922-6966 ext. 3446.

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. For more information, call (805) 922-6966 ext. 3878.

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 information, FAFSA completion and scholarships provided by the College Access Foundation of California. The Central Coast Cal-SOAP Consortium is composed of two community colleges and two university partners and provides services in five K-12 school districts and two community-based organizations. To contact CAL-SOAP, please call (805) 922-6966 ext. 3710.

COLLEGE ACHIEVEMENT NOW (CAN) PROGRAM

The College Achievement Now (CAN) program serves students who are first generation, low income, and/or have a special need. The program is federally funded by the TRIO Student Support Services Program from the U.S. Department of Education (P042A100760). CAN serves a dual purpose: It is designed to 1) increase college retention and graduation rates for underrepresented students; and 2) increase transfer rates to four-year colleges and universities. Participation in CAN provides students with priority registration; access to counselors to assist in career, academic, and transfer related information; creation of Student Education Plans; attendance at colleges and universities; assistance with financial aid, scholarships, and job opportunities; and access to computers and printers. To contact CAN, please call (805) 922-6966 ext. 3434.

LEARNING OUTCOMES TO SUPPORT STUDENT SERVICES

The Student Services Division at Allan Hancock College has identified learning outcomes to support student programs and services. The assessment of those outcomes enables the college to understand its effectiveness and improve student services and support functions. The individual service area outcomes can be found online at http://research.hancockcollege.edu/student_learning_outcomes/student-services.html.
ALLAN HANCOCK COLLEGE BOARD POLICIES

Board Policy information can be accessed at www.hancockcollege.edu/board_policies/index.asp.

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. 3380. All other ADA discrimination complaints should be addressed to the director, human resources, 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 emplear a 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 etnica 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.

La discriminación por motivos de género, incluyendo todo tipo de hostigamiento sexual está estrictamente prohibida por la Ley VII del Acta de Derechos Civiles, capítulo IX, y por las reglas del colegio sobre el hostigamiento sexual. Todas las quejas de discriminación emitidas por los estudiantes deberán ser enviadas al vicepresidente de servicios estudiantiles, Allan Hancock College, 800 S. College Dr., Santa Maria CA, 93454-6399, teléfono (805) 922-6966 ext. 3267. Todas las quejas de discriminación por parte del personal del colegio deberán ser enviadas al director de recursos humanos, Allan Hancock College, 800 S. College Dr., Santa Maria CA, 93454-6399, teléfono (805) 922-6966 ext. 3338. El distrito también se compromete a brindar acceso equitativo, así como facilidades razonables a todos aquellos estudiantes discapacitados. El coordinador estudiantil del Acta de Americanos con Discapacidades (ADA por sus siglas en inglés) es el director de programa de asistencia para el aprendizaje, Allan Hancock College, 800 S. College Dr., Santa Maria CA, 93454-6399, teléfono (805) 922-6966 ext. 3380. Todas las quejas de discriminación en contra del ADA deben ser enviadas al director de recursos humanos, Allan Hancock College, 800 S. College Dr., Santa Maria CA, 93454-6399.

DISCRIMINATION COMPLAINTS

The district's Equal Employment Opportunity (EEO) Policy includes complaint procedures for students 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 who experience sexual harassment.

Discrimination Complaint Procedure

A 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 office of the vice president, student services. If the complainant is not satisfied with the final decision, 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. The student can complete the form on the California Community Colleges Chancellor's Office website at http://californiacommunitycolleges.cccco.edu/ComplaintsFor m.aspx.

STUDENT COMPLAINTS

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

When a student feels that he/she has just cause for a complaint, 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

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) working 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) working 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) working 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) working days after receipt of the written decision. Upon receipt of the appeal, 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 complainant or the respondent is dissatisfied with the superintendent/president's decision, he/she may write an appeal to the Board of Trustees within five (5) working days after notification of the decision. The board shall conduct a review of the case. The board may take one of the following actions:

- Dismiss the complaint
- Alter the recommended sanctions
- Concur with the superintendent/president's decision
- 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 (Section 76224) states 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 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 development and 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, do 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.

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) working days of the student's request for a meeting. If the faculty member(s) does not meet with the student within ten (10) working 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) working 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) working 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) working days of receiving the student's written complaint, the student may go directly to Step 4.

Within ten (10) working 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) working 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) working 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.

Step 5 If the issue is not resolved at Step 4 and the student wishes to pursue it further, the student shall submit a written appeal to the superintendent/president of the college to try to resolve the issue. A copy of the written appeal shall be forwarded to the faculty member. Within ten (10) working days after receiving the written appeal, the superintendent/president may meet with the student to discuss the issue, or render a decision based upon a review of the written complaint. If appropriate, the superinten-
dent/ president will conduct an investigation of the complaint.

If the superintendent/president renders a decision based upon a written record of the incident, he/she will forward written notice of the 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 within ten (10) working days of receiving the student's appeal.

If the superintendent/president meets with the student, he/she 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 within ten (10) working days of meeting with the student. The number of calendar days designated for a meeting may be extended if mutually agreed upon by the student and the superintendent/president.

Step 6 If the issue is not resolved at Step 5 and the student wishes to pursue it further, the student shall submit a written appeal to the board of trustees. The written appeal shall contain all written material submitted and received by the student involved in the complaint. Within two calendar months after receiving the appeal, the board of trustees shall review the appeal and issue a decision/action, in writing, to the student, the dean, the chair of the department or the program coordinator, and the faculty member(s) involved in the complaint. In reaching a decision, the board of trustees may render a decision based upon the written record or grant a hearing de nova (full hearing). The decision of the board is final.

If an academic complaint against a faculty member(s) is found to be valid, and it is determined that the violation is severe enough for disciplinary action, the faculty member(s) will be disciplined through the regular disciplinary process.

GUIDELINES FOR STUDENT CONDUCT

These Standards of Student Conduct for violation of rules were established by the Board of Trustees for the Allan Hancock Joint Community College District on Jan. 16, 1979 (Revised 3/2006).

A student enrolling in Allan Hancock College may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. Therefore, appropriate conditions and opportunities must be provided for all students to pursue their education within a safe and secure environment. As members of the college community, students should be encouraged to develop the capacity for critical judgment; to engage in a sustained and independent search for truth; and to exercise their right to free inquiry and free speech in a responsible, nonviolent manner.

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 at 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 Joint Community College District Guidelines for Student Conduct, Disciplinary Action and Procedural Fairness," located in the office of the vice president, 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.

   {The term "drugs" includes any narcotic, dangerous drug, steroid, vapor releasing toxic substance, marijuana, or controlled substance (imitation or otherwise) as defined by law. The term "medication" means any substance that is available legally by prescription only.}

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, nor 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. Hazing:
An individual shall not engage in any activity involv-
ing hazing, intimidation, assault or other 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) partici-
pation in any activity with the intent or reasonably
predictable effect of disrupting or otherwise depriv-
ing 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 other-
wise advance matters of public concern. Harass-
ment 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 ac-
cess or decisions relating to any college-related op-
portunities; (2) the expression or conduct substan-
tially 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 ex-
pression 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, bet 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 pro-
hibited 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 dis-
honesty, 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 materi-
als) 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 belong-
POLICIES AND PROCEDURES

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 that justifies 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 or 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, in-
exclusive 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 intervention through education. The dissemination of current and accurate information enables students, officers and employees to be better informed. Educational programs shall provide relevant courses, seminars and lectures, 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. (Allan Hancock College Board Policy 3030)

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 25 feet of any district building or leased facility and is permitted only in designated areas. The Facilities Council 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 Code of Regulations. Limited English language skills will not be a barrier to admission 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 in which a student enrolls, the student should set aside two hours of study time per week 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 that a student talk 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.

PARTICIPATION IN DISTANCE LEARNING AND TBA PROGRAM

Allan Hancock College offers some classes via distance learning. Other classes may have “to be arranged” (TBA) components, which require participation in addition to the designated days and times in the schedule of classes. Regular participation in distance learning and TBA components require a minimum number of hours each day or week. For complete information about participation requirements, visit www.hancockcollege.edu and select the class schedule to search. After finding the course section of interest, click on the blue class CRN for details.

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 appren-
with the appropriate academic dean. Students who have
Aid/Veterans Affairs office on the Santa Maria campus.

Health Services. Veterans should contact the Financial
from the class altogether. In the event of a prolonged illness,
attendance. Students are required to remain for the entire
period. Each college instructor will explain the absence poli-
cy for his or her class at the beginning of the semester; how-
ever, 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.

ATTENDANCE

Regular attendance at all class sessions is a primary obliga-
tion of the student. Regular participation in distance learning
and TBA components is part of attendance, with minimum
time required each day or week depending on the course
section. Both the successful completion of college work and
the financial support of the college are dependent on regular
attendance. Students are required to remain for the entire
period. Each college instructor will explain the absence poli-
cy for his or her class at the beginning of the semester; how-
ever, 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 de-
velop its own standard concerning dropping students with
excessive absences. Individual instructors will include in the
course syllabus, which is distributed to students, a state-
ment, consistent with the departmental standard, concerning
student absences. 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 suspend-
ed 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 commu-
nity. 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 artis-
tic works – from any medium, including the Internet
  – without acknowledging them with proper docu-
  mentation

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 reason-
able and appropriate. The student may also be subject to
further disciplinary action through the vice president, 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)

During the first week of a semester-length course, a student
may add an open class via online registration at
www.hancockcollege.edu after obtaining an add authoriza-
tion code from the class instructor. To add a class after the
first week, the instructor and student must complete a
Student Petition for Late Admission to Class form. The form
must be submitted to the Admissions and Records office for
approval. Access to drop a class is available online at
www.hancockcollege.edu. Non-attendance does not constitu-
tate official withdrawal. It is the student's responsibility to
drop their classes by the published date. Students may drop
classes on or prior to the last date to drop listed in the online
class search without incurring grade responsibility. This pol-
icy refers to semester-length classes. For specific infor-
mation regarding non-semester-length classes, refer to
online class search.

FINAL EXAMINATIONS

Final examinations are required at the close of each semes-
ter'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 physi-
cian's excuse in writing. Requests for special examination to
meet the student's own personal needs (at a time other than
that regularly scheduled) 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 classes
online at www.hancockcollege.edu.

ACADEMIC CREDIT

Unit of Credit

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

Advanced Placement Program (AP)

Allan Hancock College grants credit towards its associate
degrees for successful completion of examinations in the
AP. Students who complete AP Examinations with scores of
3, 4 or 5 will receive credit according to the chart on page 41.
Credit awarded through AP may be used to satisfy graduation requirements. The units earned from AP 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 AP examination scores and credits toward meeting admission, and/or graduation requirements. An official copy of the student’s AP scores should be sent to the Admissions and Records office. Units earned from AP credit will be posted to the student’s academic record at the time the student petitions to graduate.

**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 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.

**International Baccalaureate Program (IB)**

Allan Hancock College grants credit towards its associate degrees for successful completion of examinations in the International Baccalaureate Program. Credit awarded through IB may be used to satisfy graduation requirements. The units earned from IB 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 IB examination scores and credits toward meeting admission, and/or graduation requirements. An official copy of the student’s IB scores should be sent to the Admissions and Records office. Units earned from IB credit will be posted to the student’s academic record at the time the student petitions to graduate.

**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 another 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 listed in the American Council on Education (ACE) book. 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 if the foreign institution is listed in the American Council on Education (ACE) book.

**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 an Allan Hancock College counselor.

**Military Service and Training Schools**

See “Credit from Military Service.”

**Course Repetition**

Students may repeat any course in which they have received a grade of W, D, F, NC, and/or NP. Upon satisfactory completion of the course, the student’s grade point average will be recalculated and annotated on the student’s permanent record. A student may not attempt such courses more than three times except with the approval of the dean, counseling and matriculation. A student’s request to attempt a course more than three times will be evaluated by the dean, counseling and matriculation or designee, based upon the student’s need for the course. Under these circumstances, effective summer 2010 the first two non-passing grades will be alleviated from the grade point average. However, when course repetition occurs, all substandard grades will remain on the student’s permanent record, ensuring a true and complete academic history.

If a student has previously received more than one substandard grade in a course that is deemed repeatable by the institution and subsequently repeats the course, receiving a passing grade (C or better), all grades will be used in calculating the student’s grade point average. All grades received in the course will remain on the student’s permanent record, ensuring a true and complete academic history.
<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 or C2</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>4 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>4 sem units toward Area B1 &amp; B2</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>3</td>
<td>Category 3</td>
<td>3 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>CS 121</td>
<td>3 (Elective)</td>
<td>N/A</td>
<td>Category 4B w/ 4 or 5 score</td>
<td>N/A</td>
</tr>
<tr>
<td>Computer Science B</td>
<td>3, 4, 5</td>
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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.

Federal financial aid regulations do not alleviate units or grade points removed through academic renewal or course repetition.

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.

Federal financial aid regulations do not alleviate units or grade points removed through academic renewal or course repetition.

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 sub-standard (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.

Federal financial aid regulations do not alleviate units or grade points removed through academic renewal or course repetition.

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 enrolled in the current semester, be in good standing and must have completed a minimum of 12 units at Allan Hancock College. Students must apply within the first week of instruction for summer session and within the first three weeks of instruction for fall and spring semesters – there are no exceptions. Units earned by credit by examination are not considered to be part of the student’s official program and will not be used for reports to Financial Aid, Veterans Administration or similar agencies. There are no fees assessed for credit by examination. The grade received for the exam will be the grade earned for the class – there are no exceptions. The final grade will appear on the student’s official transcript and academic history. A maximum of 12 units of credit may be allowed by special examination. Petitions for credit by examination are available in the Admissions and Records office. All petitions must be approved by the director, admissions and records; the instructor administering the exam; the department chair; and the dean, academic affairs. Students petitioning for Credit by Examination must provide transcripts from all previously attended U.S. high schools and/or colleges (unofficial copies accepted) for verification that the student has not completed the course, its equivalent or a higher course at another educational institution.

ACADEMIC RECOGNITION

Students who complete all units used for graduation with a grade point average of 3.5 or higher will graduate with honors. Students whose grade point average is 4.0 will graduate with high honors. All grades and units earned
at other colleges, including Allan Hancock College, are used in computing the student's GPA for graduation. Students who complete 12 units or more in letter-graded courses with a grade point average of 3.5 or higher will be placed on the Honors List for that semester. Students who earn a 4.0 grade point average under the above conditions will be placed on the Special Honors List.

AUDITING

Auditing of classes is not permitted. All students who attend class must be officially enrolled.

GRADING SYSTEM

Student achievement is evaluated in relation to the attainment of the specific objectives of a course. At the beginning of a course, the instructor will explain these objectives and the basis upon which grades will be determined.

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

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.

\[
\begin{align*}
4 \text{ units of } B & \times 3 \text{ points} = 12 \text{ grade points} \\
2 \text{ units of } A & \times 4 \text{ points} = 8 \text{ grade points} \\
2 \text{ units of } C & \times 2 \text{ points} = 4 \text{ grade points} \\
3 \text{ units of } D & \times 1 \text{ point} = 3 \text{ grade points}
\end{align*}
\]

Now divide the total grade points (27) by the total attempted units (12). 27 divided by 12 = 2.25 GPA.

Allan Hancock College annotates two grade point averages on a student's academic transcript. The Allan Hancock College cumulative GPA is based on all units attempted and units earned in all AHC 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 this catalog.

A student may elect the pass/no-pass option during online registration or by completing a pass/no-pass option form and submitting it to the Admissions and Records office in Santa Maria or the administrative office of the Lompoc Valley, Solvang or Vandenberg AFB center before the deadline listed in the academic calendar, which is published in this catalog and in the schedule of classes and is online. 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 or 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. Students who transfer to four-year schools should not elect this catalog. 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.

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 drop online via the myHancock student portal 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 10% of the term or before 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. Final grades are not mailed to students. Grades are accessible online by clicking 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 DISMISSAL

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 5 of the California Code of Regulations 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 in which the student’s cumulative 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 nine units of credit courses. If a student on second-time academic probation earns a semester GPA of 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 nine 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 at the end of the semester through their myHancock e-mail account explaining their deficiencies. The e-mail 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 also receive an e-mail notifying them of their dismissal.

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, student services/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 through their myHancock e-mail account that they are subject to dismissal. The e-mail will include an explanation of their 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 Department 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 Department and on the Counseling website. The deadline for submitting a reinstatement application is available on the counseling website and in the academic calendar.

Dismissal Appeal Provision

The Probation Committee reviews each application for reinstatement and the dean, student services/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 $4 for each additional transcript and $10 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 within 45 days of the day Allan Hancock College receives a request for access. Students should submit to the Director, Admissions and Records, a written request that identifies the record(s) they wish to inspect. The director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Admissions and Records Office, the student shall be advised of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate. Students may ask Allan Hancock College to amend a record that they believe is inaccurate. They should write the director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Allan Hancock College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. 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 and 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; and/or 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 in writing; 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/or their family members 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 Opportunity Act (HEOA) and Digital Millennium Copyright Act, college administrators may be obligated to provide to 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 (805) 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 Requirements.

A.A.-T – Associate in Arts for Transfer Degree: Transfer degree granted by California community colleges for transfer to the California State University. See Graduation Requirements.

A.S. – Associate in Science Degree: General degree granted by California community colleges. See Graduation Requirements.

A.S.-T – Associate in Science for Transfer Degree: General degree granted by California community colleges for transfer to the California State University. 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 to be offered each semester or term, including hours, instructors, and room assignments

Counselor: Trained faculty member assigned to assist students with personal, career, vocational and educational planning and development.

Credit Course (graded): 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, students 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. The A.A. and A.S. degrees require fulfillment of the AHC General Education requirements whereas the A.A.-T and A.S.-T degrees require fulfillment of the CSU GE or IGETC transfer General Education patterns. 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 Course (ungraded): Course for which no units are given. This catalog contains only credit courses.

Pass/No-Pass Grading: A grading system allowing a course to be taken for a grade of P (Pass) or NP (No-Pass) rather than for a letter grade. See page 43 for details.

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.
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 institutions in both the California State University (CSU) and University of California (UC) systems and many of the California independent colleges and universities are available for student use in the Allan Hancock College University Transfer Center. The center also provides assistance in completing applications for admission to campuses of the UC and CSU systems, 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 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.

**Transfer Admission Guarantee**

Transfer can be a complicated process. Allan Hancock counselors exist 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 planning to transfer must work closely with a transfer counselor in order to complete the specific guidelines for the Transfer Admission Guarantee. The following colleges and universities are included:

- 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)
- Brandman University/Chapman University System, Santa Maria Valley Campus
- 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 transfer students

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

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

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer,” a newly established variation of the associate degrees traditionally offered at California community colleges. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not guaranteed to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor’s degree (unless the major is a designated “high-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To view the most current list of Allan Hancock College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to [www.sb1440.org/Counseling.aspx](http://www.sb1440.org/Counseling.aspx). Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

**Requirements**

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major as detailed in the Degrees & Certificates section of this catalog. All courses in the major must be completed with a grade of C or better or a “P” if the course is taken on a “pass/no-pass” basis (Title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see the Transfer Information section of this catalog for more information).

**Course Identification Numbering System (C-ID)**

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course number.
numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college’s course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

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 petitioned 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 10 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 with a counselor the particular advantages each campus has to offer.

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 have 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; and 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 specific 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 Department 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 IGETC will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division general education courses to satisfy the university’s 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 Department 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 2011-2012 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
PHIL 114 #Fall 93

1C (CSU Only) Oral Communication [3] {1}
SPCH 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
DANC 101
DRMA 103, 110, 111
FILM 101, 102, 107
MUS 100, 101, 102, 104, 106 #Spring 05

3B Humanities [3] {1}

**Area 4 Social and Behavioral Science [9] {3}**
(2 different disciplines)

4A Anthropology and Archaeology
ANTH 102, 103

4B Economics
BUS 141 #Spring 05
ECON 101, 102, 141 #Spring 05
IS 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
ECS 100, 101
GBST 101
PSY 104
SOC 104 #Fall 05, 155 #Fall 08
SPCH 110 #Spring 06

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

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

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

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

5A Physical Science [1]
ASTR 100
CHEM 120, 150, 151
ENVS 102 #Fall 02
GEOG 101
GEOL 100, 114, 131 #Fall 02, 141 #Fall 02
PHSC 111*, 112*
PHYS 100, 110*, 141*, 142*, 161*, 162*, 163*

5B Biological Science [1]
ANTH 101, 110 #Spring 06
BIOI 100*, 120, 124, 125, 132, 135, 150, 154, 155
ENVS 101 #Fall 02

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

ASL 120
FRCH 101
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 (POLS 101 or 103) and one course in history (HIST 107* or 108* or 118*). 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 specific 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 Announcement 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 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.

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 Department 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 Department 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 in resident.

The 2011-2012 approved California State University General Education pattern is shown below.

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

<table>
<thead>
<tr>
<th>A1</th>
<th>Oral Communication [3]</th>
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<tbody>
<tr>
<td></td>
<td>SPCH 101, 102, 106</td>
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<td>A2</td>
<td>Written Communication [3]</td>
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<td>ENGL 101</td>
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<td>A3</td>
<td>Critical Thinking [3]</td>
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<td>ENGL 103</td>
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<td>PHIL 112, 114</td>
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<td>SPCH 106</td>
</tr>
</tbody>
</table>
Area B Scientific Inquiry and Quantitative Reasoning [9] (1 lab)

B1 Physical Science {1}
ASTR 100
CHEM 110, 120, 150, 151
ENVS 102
GEOG 101
GEOL 100, 114, 131, 141
PHSC 111, 112
PHYS 100, 110, 142, 161, 162, 163

B2 Life Science {1}
ANTH 101
Biol 100, 120, 124, 125, 128, 132, 135, 150, 154, 155
ENVS 101

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

B4 Mathematics/Quantitative Reasoning {1}
MATH 100, 105, 121, 123, 131, 135, 141, 181, 182, 183, 184

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

C1 Arts [3]
ART 101, 103, 104, 105, 106, 110, 115, 120, 121, 122, 123, 125, 126, 127, 128, 160, 161, 163, 164, 165
DANC 101, 110
DRMA 103, 104, 110, 111
FCS 144
FILM 101, 102, 107 110, 115
GRPH 110
MMAC 115
MUS 100, 101, 102, 104, 106, 110
PHOTO 110

C2 Humanities [3]
ASL 121, 138
ENGL 102, 106, 130, 131, 132, 133, 135, 137, 138, 139, 143, 144, 145, 146, 148
FILM 103
FRCH 101, 102
HIST 101, 102, 104, 105, 138
HUM 101, 102, 104, 105
ITAL 101, 102
PHIL 101, 102, 105, 121, 122
SPAN 101, 102, 103, 104, 112, 120, 121, 148
SPCH 108

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

D0 Sociology and Criminology
AJ 101, SOC 101, 102, 110, 120, 160

D1 Anthropology and Archaeology
ANTH 102, 103

D2 Economics
BUS 121, 141
ECON 101, 102, 121, 141
IS 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
ECS 100, 101
GBST 101
PSY 104
SOC 104, 155
SPCH 103, 110

D8 Political Science, Government and Legal Institutions
AJ 103, POLS 101, 103, 104, 105

D9 Psychology
PSY 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 POLS 101 or 103
2. HIST 108 and either POLS 101 or 103
3. HIST 118 and either POLS 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 Learning and Self Development [3]

Dance 120, 130
FCS 109, 112, 131
FSN 109, 110, 112
HED 100
HUSC 110
LS 101
PD 100, 101
PSY 106, 112, 113, 117, 118
SOC 106, 110

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
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 3,400 full-time students and another 7,000 part-time students. Approximately 1,750 awards are granted annually with associate in arts degrees, associate in 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. Beginning in fall 2007, a cohort of all certificate, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates were: 31 percent attained a certificate or degree; and 10 percent transferred. The statewide averages were 24% completion rate and 15% transfer rate. 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, a Completer is a student who attained a certificate or degree or became ‘transfer prepared’ during a three year period, from fall 2007 to Spring 2010. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered ‘transfer-prepared’.

Students who transferred to another post-secondary institution, prior to attaining a degree, certificate or becoming ‘transfer prepared’ during a five semester period, from Spring 2008 to Spring 2010, are transfer students.

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 Allan Hancock College students experience at universities. This is the percentage of students who are accepted at their university of choice, compared to the number that applies. For example, in fall 2008, as in the previous eight out of 11 years, Allan Hancock College students achieve one of the highest transfer acceptance rates to Cal Poly, San Luis Obispo, than students from all other Central Coast community colleges.
GRADUATION REQUIREMENTS FOR AN ASSOCIATE DEGREE

Allan Hancock College offers four types of associate degrees. In addition to the associate in arts (AA) and associate in science (AS) degrees, Allan Hancock College as of fall 2011 offers associate in arts for transfer (AA-T) and associate in science for transfer (AS-T) degrees.

AA-T/AS-T Degrees
The associate in arts for transfer (AA-T) and associate in science for transfer (AS-T) degrees are intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not guaranteed to a particular campus or major. These degrees may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. See pages 110 – 112 for A.A.T and A.S.T requirements.

AA/AS Degrees
The associate in arts (AA) 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 (AS) degree is designed for the occupationally-oriented student and provides training within specific occupational areas. In some areas of study the associate in science (AS) degree may also provide lower-division preparation experience for transfer to a four-year university or college.

The associate in arts (AA) and associate in science (AS) degrees require the completion of all Allan Hancock College graduation requirements and specified major degree requirements. Students planning to transfer to a four-year institution and desire an associate degree (AA or AS), but who are not completing an associate transfer degree (AA-T or AS-T) will also have to complete all the Allan Hancock College graduation requirements and specific major degree requirements. Transfer students should refer to the “Transfer Information” section in this catalog.

All students who desire the associate in arts (AA) or association in science (AS) degree and have satisfied the graduation requirements listed below must petition for the appropriate associate degree even though they may be planning to transfer to a four-year institution.

NOTE: Petition for graduation deadlines are published on Allan Hancock College’s website in the “At a Glance Class Schedule”

An associate 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 COURSES IN HEALTH AND WELLNESS (3 Units)**
   Select one course from each of the following areas:
   - **PHYSICAL ACTIVITY:**
     - Dance (any activity course)
     - Physical Education (any activity course)
   - **HEALTH EDUCATION or FIRST AID SAFETY:**
     - Emergency Medical Services 102
     - Family and Consumer Science 109
     - Food, Science and Nutrition 109
     - Health Education 100
     - Human Services 126

   Completion of the following academy and nursing courses will fulfill the requirement:
   - Law Enforcement 320 or 322
   - Emergency Medical Services 301
   - Fire Technology 307
   - Nursing 318, 328 & 338.

   Exemption is allowed for the physical activity area for a disability.

   Students must file a “Request for Course Substitution or Waiver” form.

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:
   - 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.
   - Receive a math placement recommendation for any 100-level math course based on the current Allan Hancock START process.

   **A MINIMUM OF THREE UNITS IN MULTI-CULTURAL/GENDER STUDIES** have been completed.

   (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Degrees.)

   The purpose of the Multicultural/Gender Studies graduation requirement is to promote our students’ awareness about, their understanding and appreciation of, and their respect for underrepresented groups and
GRADUATION REQUIREMENTS

ethnic minorities. Courses that are designated as fulfilling this requirement are designed to help students link their personal experiences and their education to broader cultural perspectives, to expand their awareness of their own cultural heritage, and to encourage in them the skills of cultural competence which can foster the meaningful communication and connection needed in global heterogeneous societies.

Courses that meet all or part the Multicultural/Gender Studies Requirement:

- Administration of Justice 105
- Anthropology 102, 105
- Art 101, 105, 106
- Business 107, 141
- Dance 101
- Drama 103
- Early Childhood Studies 116, 117
- Economics 141
- English 105, 139, 148
- Family and Consumer Sciences 131, 134
- Film 101, 102, 103
- Food Science and Nutrition 134
- Geography 102, 103
- Global Studies 101, 141
- History 101, 102, 103, 120
- Human Services 107, 113
- Humanities 101, 102, 103
- Music 104, 105, 106
- Nursing 101*
- Philosophy 121
- Political Science 105
- Psychology 120
- Sociology 102, 110, 120, 122
- Speech 110

* This is a 2 unit course and will only partially fulfill the requirement

8. MAJOR: A MINIMUM of 18 UNITS has been completed in an AA, AS degree major.

See the 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.

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 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.

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)

Students completing courses in this category will:
- understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
- identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses using the scientific method where appropriate.
- formulate ideas and concepts in addition to using those of others.
- use college-level mathematical concepts and methods, where appropriate, to understand, analyze, and explain issues in quantitative terms.
- apply their knowledge and skills to new and varied situations.

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
Food Science and Nutrition 110
Geography 101
Geology 100, 114, 131, 141
Physical Science 111, 112
Physics 100

CATEGORY 2, HUMAN INSTITUTIONS (6 units)

A. Social Science (3 units)

Students completing courses in this category will:
- understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
- identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses using the scientific method where appropriate.
- find and evaluate information by selection and using appropriate research methods and tools.
- develop individual responsibility, personal integrity, and respect for diverse people and culture.
- understand ethical issues that will enhance their capacity for making sound judgments and decisions.

Administration of Justice 101, 103
Anthropology 102, 103, 105
Business 121, 141
Economics 101, 102, 121, 141
English 105
Geography 102, 103
Global Studies 141
GRADUATION REQUIREMENTS 58

Political Science 101, 104, 105
Psychology 101
Sociology 101, 102, 120, 122, 155, 160
Speech 110

B. American History or Government (3 units)
In addition to those listed in Category 2A students completing courses in this category will also:
• take personal responsibility for being informed, ethical and active citizens of their community, their nation, and their world.

History 107, 108, 118, 119
Political Science 101, 103

CATEGORY 3, HUMANITIES (3 units)

Students completing courses in this category will:
• communicate effectively in many different situations involving diverse people and viewpoints.
• understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
• apply their knowledge and skills to new and varied situations.
• find and evaluate information by selecting and using appropriate research methods and tools
• produce or respond to artistic and creative expression.

American Sign Language 138
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
Speech 108

CATEGORY 4, LANGUAGE AND RATIONALITY (6 units)

A. Written Composition (3 units)

Students completing courses in this category will:
• communicate effectively in many different situations, involving diverse people and viewpoints.
• listen actively and analyze the substance of others’ comments.
• read effectively and analytically.
• find and evaluate information by selecting and using appropriate research methods and tools.

English 100 (grade C or higher) or English 101 (grade C or higher)

B. Communication and Analytical Thinking (3 units)
Students completing courses in this category will:
• think logically and critically in solving problems; explaining conclusions; and evaluating, supporting, or critiquing the thinking of others.
• identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses.
• communicate in an understandable and organized fashion to explain their ideas, express their feelings, or support conclusions.

Computer Business Information Systems 101, 112
Computer Science 102, 111
English 103, 104
Math 100, 105, 123, 135, 181, 321
Philosophy 112, 114
Speech 101, 102, 106

CATEGORY 5, LIVING SKILLS (3 units)

Students completing courses in this category will:
• exhibit habits of intellectual exploration, personal responsibility and well being.
• work with diverse people including those with different cultural and linguistic backgrounds and different physical abilities.
• interact with individuals and within groups with integrity and awareness of others’ opinions, feelings and values.
• participate effectively in teams to make decisions and seek consensus.

Business 130
Culinary Arts 120
Early Childhood Studies 114
Economics 130
Emergency Medical Services 102
Health Education 100
Family and Consumer Sciences 109, 112, 120, 130, 131, 138
Food Science and Nutrition 109, 112
Human Services 106, 110
Personal Development 100, 101, 102
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 counseling 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. External transcripts become the property of Allan Hancock College. Transcripts submitted to AHC will not be released to students, other colleges or agencies.

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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<th>A.A.</th>
<th>A.S.</th>
<th>Certificate</th>
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<tbody>
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<td>Accounting</td>
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<td>Bookkeeping</td>
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<td>Administration of Justice</td>
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<td>Agribusiness</td>
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<td>Enology/Viticulture</td>
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<td>Geographic Information Systems (GIS)</td>
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<td>with Agricultural Applications</td>
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<td>Pairing Wine and Food</td>
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<td>Wine Marketing and Sales</td>
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<td>Viticulture</td>
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<td>Applied Design/Media</td>
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<tr>
<td>Auto Body Refinishing</td>
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<tr>
<td>Automotive Technology</td>
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<tr>
<td>Auto Engine Rebuilding</td>
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<tr>
<td>Automotive Chassis</td>
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<tr>
<td>Auto Service Management</td>
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<tr>
<td>Auto Tune-Up &amp; Diagnostic Procedures</td>
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<tr>
<td>High-Tech General Mechanic – Engine, Power Trains Specialist</td>
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<tr>
<td>High-Tech General Mechanic – Tune-Up Emission Control Specialist</td>
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<tr>
<td>Biology</td>
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<tr>
<td>Business</td>
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<tr>
<td>Business Administration</td>
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<tr>
<td>Business Management</td>
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<td>Business Marketing</td>
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<td>Business Law</td>
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<tr>
<td>Customer Service</td>
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<td>Executive Leadership</td>
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<td>Human Resource Management</td>
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<td>Sales and Marketing</td>
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<td>Supervisory Management</td>
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<td>Chemistry</td>
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<td>Computer Business Information Systems</td>
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<td>Computer Business Office Software</td>
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<td>Information Architecture</td>
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<td>Information Technology Fundamentals</td>
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<td>Office Systems Analysis</td>
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<td>Office Software Support</td>
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<td>Small Business Web Master</td>
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<tr>
<td>Computer Business Office Technology</td>
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<tr>
<td>Administrative Assistant/Secretarial</td>
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<tr>
<td>Administrative Office Skills</td>
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<tr>
<td>Computer Business Office Skills</td>
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<tr>
<td>Computer Business Presentations and Publishing</td>
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<td>x</td>
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<tr>
<td>Legal Secretarial</td>
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<td>x</td>
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<tr>
<td>Word/Information Processing</td>
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<tr>
<td>Computer Science</td>
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<td>Cosmetology</td>
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<td>Culinary Arts and Management</td>
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<td>Baking</td>
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<td>Catering and Events Management</td>
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<tr>
<td>Dietetic Service Supervision</td>
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<tr>
<td>Food Production Supervision</td>
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<td>Food Services Production</td>
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<td>Restaurant Management</td>
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<td>Culinology®</td>
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<tr>
<td>Dance</td>
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<td>Dental Assisting</td>
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<td>Drama</td>
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<td>Acting</td>
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<td>Design/Technical Theater</td>
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<td>Early Childhood Studies</td>
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<td>Elementary Education</td>
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<td>Elementary Education: Bilingual/Bicultural Emphasis</td>
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<tr>
<td>General</td>
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<tr>
<td>Preschool/Infant Toddler Program Director</td>
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<tr>
<td>Special Education</td>
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<tr>
<td>Electronic Engineering Technology</td>
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<tr>
<td>Electronics Technology</td>
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<tr>
<td>Digital Systems Technician</td>
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<td>x</td>
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<tr>
<td>Electronic Training</td>
<td></td>
<td>x</td>
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<tr>
<td>Mechatronics</td>
<td></td>
<td>x</td>
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<tr>
<td>Network Maintenance/Digital Technologies</td>
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<tr>
<td>Emergency Medical Services</td>
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<tr>
<td>Advanced Cardiac Life Support</td>
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<td>x</td>
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<tr>
<td>Emergency Medical Technician 1 (Basic)</td>
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<tr>
<td>Emergency Medical Services Academy</td>
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<tr>
<td>EMT1 (Basic) Refresher</td>
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<tr>
<td>First Responder Update</td>
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<tr>
<td>Paramedic Training</td>
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<tr>
<td>Engineering</td>
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<tr>
<td>Engineering Technology</td>
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<td>Civil Engineering</td>
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<tr>
<td>Engineering Drafting</td>
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<td>x</td>
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<tr>
<td>Mechatronics</td>
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<tr>
<td>English</td>
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</table>
Entrepreneurship ........................................... x
Entrepreneurship and Small Business Mgt............ x

Environmental Technology .............................. x
Environmental Health & Safety Technician...... x

Family and Consumer Sciences
Fashion Studies ........................................... x
Fashion Merchandising ................................. x
General .................................................... x
Interior Design Merchandising .................... x

Film and Video Production .............................. x

Fire Technology ........................................... x
Firefighter Academy ................................ x

Global Studies ........................................... x

Human Services
Addiction Studies ........................................ x
General .................................................... x
Co-Occurring Disorders ............................... x
Family Studies .......................................... x
Family Services Worker 1 .............................. x
Family Services Worker 2 .............................. x
Family Services Worker 3 .............................. x
Specialized Helping Approaches .................... x

Law Enforcement Training
Basic Law Enforcement Academy ................ x

Liberal Arts – Non-Transfer Option
Arts & Humanities ........................................ x
Mathematics & Science ................................ x
Social & Behavioral Sciences ...................... x

Liberal Arts – Transfer Option
Arts & Humanities ...................................... x
Mathematics & Science ................................ x
Social & Behavioral Sciences ...................... x

Liberal Studies – Elementary
Teacher Preparation ................................ x

Machining and Manufacturing Technology .......... x

Mathematics
Computer Science .................................... x
Physics .................................................. x

Medical Assisting
Medical Assisting ....................................... x
Medical Billing and Coding ......................... x

Music ...................................................... x

Nursing
“30 Unit” Option ........................................ x
Certified Nursing Assistant ........................ x
Certified Home Health Aide ......................... x
EKG/Monitor Observer ................................. x
Registered (LVN to RN only) ......................... x
Restorative Aide ........................................ x
Vocational ................................................ x

Paralegal Studies ........................................ x

Physical Education ...................................... x

Psychology ................................................ x

Recreation Management ................................ x

Social Science ........................................... x

Sound Technology ....................................... x

Spanish .................................................... x

Speech Communication ................................ x
Communication Skills for Public Safety And Health Professionals x
Communication Skills for the Business Professional .................................... x
Communication Skills for the Professional Speaker ........................................ x

Transfer Studies
CSU General Education Breadth
(CSU GE/B) ................................................ x
Intersegmental General Education Transfer Curriculum (IGETC) .................. x
UC/CSU Transfer Studies (Math, Engineering & Science majors) ................ x

Welding Technology ....................................... x
Metal Fabrication ........................................ x
Pipe Welding ............................................. x

Wildland Fire Technology
Logistics, Finance, Planning ......................... x
Operations ................................................ x
Prevention, Investigation, Prescribed Burning .............................................. x

ASSOCIATE DEGREES FOR TRANSFER

A.A.T A.S.T

Communication Studies ................................ x
Mathematics ............................................... x

Students who complete an associate degree will fulfill general education requirements and/or 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” on page 56 for information about Tech Prep).

The graduate of the AS program in accounting will:
- Be able to record common bookkeeping and accrual transactions in an accounting information system.
- Be able to explain and analyze business transactions involving assets, liabilities, equities, revenues and expenses.
- 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.
- 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.
- Be able to perform an effective analysis of financial statement information.

Additional learning outcomes unique to the Accounting or Bookkeeping Certificates:
- Be able to explain, analyze and record payroll tax transactions.

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>
<tr>
<td>Required core courses (21 units):</td>
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<td></td>
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<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>ACCT 150</td>
<td>Introduction to Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 160</td>
<td>Introduction to Financial Statement Analysis</td>
<td>3</td>
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<tr>
<td>ACCT 170</td>
<td>Introduction to Tax 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>
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<tr>
<td></td>
<td>Plus a minimum of 6 units selected from the following:</td>
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<tr>
<td>BUS 104</td>
<td>Business Organization and Management</td>
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<td>BUS 107</td>
<td>Human Relations in Business</td>
<td>3</td>
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<tr>
<td>BUS 110</td>
<td>Business Law: Contract and Sales</td>
<td>3</td>
</tr>
<tr>
<td>BUS 130</td>
<td>Consumer and Family Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Survey of International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 141</td>
<td>Microsoft Excel - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 142</td>
<td>Microsoft Access - Comprehensive</td>
<td>3</td>
</tr>
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</table>

Recommended elective: ACCT 399 Special Topics in Accounting .5-3

A total of 15 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Required core courses (12 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 317</td>
<td>Bookkeeping 1</td>
<td>3</td>
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<tr>
<td>ACCT 318</td>
<td>Bookkeeping 2</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 327</td>
<td>Payroll Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 150</td>
<td>Introduction to Accounting Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

ACCOUNTING: Bookkeeping (Certificate of Accomplishment)

Completion of this certificate will indicate to employers that these students have demonstrated proficiency in bookkeeping, payroll tax, and computer applications used in the accounting process such as QuickBooks (computer accounting software), Excel (spreadsheet software), and Access (database software).

A total of 12 units is required for the certificate

<table>
<thead>
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<th>COURSE NUMBER</th>
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<tbody>
<tr>
<td>Required core courses (12 units):</td>
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<tr>
<td>ACCT 130</td>
<td>Financial Accounting</td>
<td>3</td>
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<td>ACCT 140</td>
<td>Managerial Accounting</td>
<td>3</td>
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<tr>
<td>ACCT 150</td>
<td>Introduction to Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 160</td>
<td>Introduction to Financial Statement Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 170</td>
<td>Introduction to Tax Accounting</td>
<td>3</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Required core courses (15 units):</td>
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<tr>
<td>AJ 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 102</td>
<td>Criminal Procedures</td>
<td>3</td>
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<tr>
<td>AJ 103</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
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<tr>
<td>AJ 104</td>
<td>Legal Aspects of Evidence</td>
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<tr>
<td>AJ 105</td>
<td>Community Relations</td>
<td>3</td>
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</tbody>
</table>

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 grape production.

The graduate of the AA program in enology/viticulture 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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>AG 101</td>
<td>Introduction to Winemaking</td>
<td>3</td>
</tr>
<tr>
<td>AG 102</td>
<td>Introduction to Viticulture</td>
<td>3</td>
</tr>
<tr>
<td>AG 103</td>
<td>Sensory Evaluation of Wine</td>
<td>3</td>
</tr>
<tr>
<td>AG 104</td>
<td>Advanced Sensory Evaluation of Wine</td>
<td>3</td>
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<tr>
<td>CHEM 140</td>
<td>Introductory Organic Chemistry</td>
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<tr>
<td>CHEM 150</td>
<td>General Chemistry 1</td>
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Plus a minimum of 10 units selected from the following:

AG 106  Winery Organization  3  
AG 114  Wine Business  3  
AG 135  Grapevine Physiology  1  
AG 151  Winery Equipment  2  
AG 307  Vineyard Irrigation  3  
AG 308  Wine Analysis  3  
AG 312  Viticulture II  3  
AG 314  Organic/Biodynamic Wine  3  
AG 315  Fertilizers and Plant Nutrition  4  
BIOL 150  Cellular Biology  5  
CA 120  Principles of Food Preparation  4  
CHEM 151  General Chemistry 2  5  
CS 102  Introduction to Computing with HTML  3  
CS 111  Fundamentals of Programming 1  4  
FSN 110  Nutrition Science  3  
GIS/AG 111  Global Positioning Systems  1  
GIS/AG 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  
PSY 118  Human Development-Lifespan  3  

Recommended electives:

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

AGROBUSINESS: 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:
• Use basic ideas and concepts in viticulture, including biology, and ecophysiology of vines and grape cultivars, to work in the viticulture industry.
• Assess and grapes berries and wines produced, including yearly activities and grape vine phenology describing alternatives to make sound viticultural decisions during the entire year to ensure quality fruit and healthy vines.
• Identify common vineyard problems and suggest solutions.
• Identify effects on different soils in viticulture and analyze precision viticulture practices and be able to use the information for continuous vineyard improvement. Analyze costs and sustainable alternatives in viticulture.

A major of 35 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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</thead>
</table>
| Required core courses (32.5 units):  
AG 101  Introduction to Winemaking  3  
AG 102  Introduction to Viticulture  3  
AG 103  Sensory Evaluation of Wine  3  
AG 104  Advanced Sensory Evaluation of Wine  3  
AG 105  Wine Marketing and Sales  3  
AG 106  Winery Organization  3  
AG 114  Wine Business  3  
AG 149  Cooperative Work Experience: Occupation 1-8  
AG 301  Pairing Wine and Food  .5  
AG 302  Advanced Pairing Wine and Food  .5  
AG 303  Epicurean Wine and Food  .5  
BUS 101  Introduction to Business  3  
BUS 103  Advertising  3  
BUS 104  Business Organization and Management  3  

Recommended electives:

ACCT 130  Financial Accounting  3  
AG 151  Winery Equipment  2  
AG 308  Wine Analysis  3  
AG 312  Viticulture II  3  
AG 314  Organic/Biodynamic Wine  3  
AG 360  Advances in Viticulture  .5  
AG 361  Advances in Enology  .5  
BUS 160  Business Communications  3  
CBIS 101  Computer Concepts and Applications  3  
CS 102  Introduction to Computing with HTML  3  

AGROBUSINESS: 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 business strategies in the wine and grape industry considering financial management principles of vineyard and winery operations and strategic planning.
• Analyze promotion, selling, marketing and distribution possibilities.
• Evaluate benchmarking and brand name recognition alternatives.
• Analyze consumer and market conditions.
• Consider accounting, logistics, compliance, legal, labor and tax issues in the wine industry.

A major of 32.5 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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</table>
| Required core courses (26 units):  
AG 101  Introduction to Winemaking  3  
AG 102  Introduction to Viticulture  3  
AG 120  Viticulture Operations 1  3  
AG 121  Viticulture Operations 2  3  
AG 122  Viticulture Operations 3  3  
AG 125  Soils and Plant Nutrition  4  
AG 130  Integrated Pest Management for Grapes  4  
AG 307  Vineyard Irrigation  3  

Plus a minimum of 9 units selected from the following:

AG 103  Sensory Evaluation of Wine  3  
AG 105  Wine Marketing and Sales  3  
AG 106  Winery Organization  3  
AG 149  Cooperative Work Experience: Occupation 1-8  
AG 301  Pairing Wine and Food  .5  
AG 302  Advanced Pairing Wine and Food  .5  
AG 303  Epicurean Wine and Food  .5  
BUS 101  Introduction to Business  3  
BUS 103  Advertising  3  
BUS 104  Business Organization and Management  3  
AG/GIS 111  Global Positioning Systems  1  

AG 101  Introduction to Winemaking  3  
AG 102  Introduction to Viticulture  3  
AG 103  Sensory Evaluation of Wine  3  
AG 104  Advanced Sensory Evaluation of Wine  3  
AG 105  Wine Marketing and Sales  3  
AG 106  Winery Organization  3  
AG 114  Wine Business  3  
AG 149  Cooperative Work Experience: Occupation 1-8  
AG 301  Pairing Wine and Food  .5  
AG 302  Advanced Pairing Wine and Food  .5  
AG 303  Epicurean Wine and Food  .5  
BUS 101  Introduction to Business  3  
BUS 103  Advertising  3  
BUS 104  Business Organization and Management  3  
AG/GIS 111  Global Positioning Systems  1
DEGREES & CERTIFICATES

AG/GIS 112 Fundamentals of Mapping with GIS 3
AG 114 Wine Business 3
AG 135 Grapevine Physiology 1
AG 140 Viticulture Operations 4 3
AG 141 Viticulture Operations 5 3
AG 142 Viticulture Operations 6 3
AG 149 Cooperative Work Experience: Occupational (related to Viticulture) 1-8
AG 151 Winery Equipment 2
AG 308 Wine Analysis 3
AG 312 Viticulture II 3
AG 314 Organic/Biodynamic Wine 3
AG 315 Fertilizers and Plant Nutrition 4
Biol 154 General Botany 5
BUS 104 Business Organization and Management 3
BUS 160 Business Communications 3
CBIS 101 Computer Concepts and Applications 3
or CS 102 Introduction to Computing with HTML 3
CHEM 150 General Chemistry 1 5

Recommended elective:
AG 360 Advances in Viticulture .5

AGRICULTURE: 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 to most common wines.
- Be able to prepare these foods and comment about the pairings possibilities.
- Identify characteristics of wine from different cultivars and regions.
- Evaluate the sensory components of different wines.

A total of 3 units is required for the certificate.

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

AGRICULTURE: 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.

A total of 9 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
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</thead>
<tbody>
<tr>
<td>AG /GIS 111</td>
<td>Global Positioning Systems (GPS) 1</td>
</tr>
<tr>
<td>AG /GIS 112</td>
<td>Fundamentals of Mapping with GIS 3</td>
</tr>
<tr>
<td>AG 120</td>
<td>Vineyard Operations 1 3</td>
</tr>
<tr>
<td>or AG 121</td>
<td>Vineyard Operations 2 3</td>
</tr>
<tr>
<td>AG 149</td>
<td>Cooperative Work Experience: Occupational (related to GIS and Agriculture) 1-8</td>
</tr>
<tr>
<td>AG 189</td>
<td>Independent Projects in Agribusiness 1-4</td>
</tr>
</tbody>
</table>

Recommended elective:
AG 360 Advances in Viticulture .5

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 website 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.
DEGREES & CERTIFICATES

- Work as a team to plan, create, implement, test and manage graphic communication production tasks.
- Produce a website 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 NUMBER TITLE UNITS

Required core courses (26 units):

ART/GRPH 108 Design 1 on the Computer 3
ART 110 Design 1 3
GRPH 110 Introduction to Graphic Design 3
GRPH 111 Digital Imagery Lab 1
GRPH 112 Digital Imagery 3
GRPH 113 Digital Illustration 3
GRPH 114 Digital Illustration Lab 1
GRPH 115 Digital Design & Publishing 3
GRPH 116 Digital Portfolio 3
GRPH 120 Advanced Design for Publishing 3
MMAC 101 Introduction to Multimedia 2
MMAC 102 Introduction to Multimedia Lab 1

Plus a minimum of 9 units selected from the following:

ART 106 Art of the 20th Century 3
ART 112 Design Color Theory 3
ART 120 Drawing 1 3
FILM 101 Film as Art and Communication 3
GRPH 117 Intro to Motion Graphics 3
GRPH 130 3D Modeling for Production 3
GRPH 189 Independent Projects 1-3
MMAC 126 Dynamic Internet Design 3

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 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 and interactive disks.
- Plan and budget a project for presentation to a client.
- Produce a website or electronic portfolio that showcases individual multimedia competencies.

A major of 35 units is required for the associate in science degree. All students will select an area of concentration.

COURSE NUMBER TITLE UNITS

Required core courses (26 units):

ART 101 Art Appreciation 3
ART 104 Art History Survey-Renaissance to Modern 3
ART/GRPH 108 Design 1 on the Computer 3
FILM 110 Introduction to Motion Picture and Video Production 4
GRPH 111 Digital Imagery Lab 1
GRPH 112 Digital Imagery 3
MMAC 101 Introduction to Multimedia Processes 2
MMAC 102 Introduction to Multimedia Lab 1
MMAC 112 Web Page Design 3
MUS 118 Introduction to Electronic Music 3
PHTO 170 Digital Photography 2
PHTO 171 Digital Photography Lab 1

or

PHTO 120 Materials and Processes 2
PHTO 121 Materials and Processes Lab 1
PHTO 130 Advanced Black and White Photography Lab 1
PHTO 131 Advanced Black and White Photography 2
PHTO 140 Introduction to Color Photography 2
PHTO 141 Introduction to Color Photography Lab 1
PHTO 150 Introduction to Commercial Photography 2

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:
- be able to identify and explain terminology, materials, principles, and practices within the discipline of photography and apply them to the production of work for vocational and personal needs.

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

COURSE NUMBER TITLE UNITS

Required core courses (19 units):

ART/GRPH 108 Design 1 on the Computer 3
ART 110 Design 1 3
FILM 110 Introduction to Motion Picture and Video Production 4
GRPH 110 Introduction to Graphic Design 3
MMAC 101 Introduction to Multimedia 2
MMAC 102 Introduction to Multimedia Lab 1
PHTO 110 Basic Photography 3
PHTO 170 Digital Photography 2
PHTO 171 Digital Photography Lab 1

Plus a minimum of 9 units selected from the following:

MUS 118 Introduction to Electronic Music 3
MUS 117 MIDI Technology and Its Applications 3
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:

- Develop graphic communication skills including orthographic, parallel, and mechanical perspectives with shades and shadows.
- Create three dimensional representations using both electronic and manual methods.
- Produce a complete set of residential plans that may be submitted for plan check approval.
- Develop familiarity with 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.
- Generate three-dimensional models and design presentations.
- Produce a website portfolio that showcases individual Web competencies.

A total of 15 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>Required core courses (12 units):</td>
<td></td>
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</tr>
<tr>
<td>CS 102</td>
<td>Introduction to Computing with HTML</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 118</td>
<td>Introduction to Web Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MMAC 112</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>MMAC 114</td>
<td>Dynamic Internet Design</td>
<td>3</td>
</tr>
<tr>
<td>Plus a minimum of 3 units selected from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 107</td>
<td>Computer Fine Art</td>
<td>3</td>
</tr>
<tr>
<td>ART/GRPH 108</td>
<td>Design 1 on the Computer</td>
<td>3</td>
</tr>
<tr>
<td>GRPH 111</td>
<td>Digital Imagery Lab</td>
<td>1</td>
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<td>and</td>
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<tr>
<td>GRPH 112</td>
<td>Digital Imagery</td>
<td>3</td>
</tr>
<tr>
<td>PHTO 170</td>
<td>Digital Photography</td>
<td>2</td>
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<tr>
<td>and</td>
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<tr>
<td>PHTO 171</td>
<td>Digital Photography Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>Required core courses (27-28 units):</td>
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</tr>
<tr>
<td>ART 103</td>
<td>Art History Survey-Ancient to Medieval</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>Art History Survey-Renaissance to Modern</td>
<td>3</td>
</tr>
<tr>
<td>ART 106</td>
<td>Art of the 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>Computer Fine Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 108</td>
<td>Design 1 on the Computer</td>
<td>3</td>
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<tr>
<td>or</td>
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<tr>
<td>ART 110</td>
<td>Design 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 112</td>
<td>Design Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 113</td>
<td>Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
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<tr>
<td>ART 160</td>
<td>Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART 164</td>
<td>Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART 120</td>
<td>Drawing</td>
<td>3</td>
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<td>or</td>
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<tr>
<td>ART 121</td>
<td>Drawing</td>
<td>3</td>
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<td>or</td>
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<tr>
<td>ART 122</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>FILM 110</td>
<td>Intro to Motion Picture &amp; Video Production</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHOTO 110</td>
<td>Basic Photography</td>
<td>3</td>
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<tr>
<td>or</td>
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<tr>
<td>GRAPHI 110</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
</tbody>
</table>
Recommended electives:
ART 105  Art History Survey: Art of Mexico  3  
ART 124  Mixed Media  3  
ART 125  Painting in Acrylics  1  
ART 127  Painting in Watercolor  3  
ART 129  Painting in Oils  3  
ART 131  Portraits  1  
ART 132  Landscape  1.5  
ART 160  Ceramics  1  
ART 164  Sculpture  1  
ART 199  Special Topics in Art  .5-.3  
ART/  
MMAC 115  Introduction to Animation  3  
GRPH 116  Digital Portfolio  3  
PHTO 120  Materials and Processes  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 automotive 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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required core courses (17 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AB 351</td>
<td>Auto Body - Metal</td>
<td>3</td>
</tr>
<tr>
<td>AB 353</td>
<td>Auto Body - Repair</td>
<td>3</td>
</tr>
<tr>
<td>AB 356</td>
<td>Automotive Painting Techniques</td>
<td>3</td>
</tr>
<tr>
<td>AB 358</td>
<td>Automotive Refinishing</td>
<td>3</td>
</tr>
<tr>
<td>AB 360</td>
<td>Collision and Painting Repairs</td>
<td>5</td>
</tr>
<tr>
<td>Plus a minimum of 6 units from the following</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AT 303</td>
<td>Automotive Electricity</td>
<td>4</td>
</tr>
<tr>
<td>WLD T 106</td>
<td>Beginning Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

A major of 18 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<tbody>
<tr>
<td>Required core courses (18 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AB 351</td>
<td>Auto Body - Metal</td>
<td>3</td>
</tr>
<tr>
<td>AB 353</td>
<td>Auto Body - Repair</td>
<td>3</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.

A total of 15 units is required for the certificate.

<table>
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<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>Required core courses (15 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AB 351</td>
<td>Auto Body - Metal</td>
<td>3</td>
</tr>
<tr>
<td>AB 354</td>
<td>Selected Auto Body Paint Projects</td>
<td>1</td>
</tr>
<tr>
<td>AB 356</td>
<td>Automotive Painting Techniques</td>
<td>3</td>
</tr>
<tr>
<td>AB 358</td>
<td>Automotive Refinishing</td>
<td>3</td>
</tr>
<tr>
<td>AB 360</td>
<td>Collision and Painting Repairs</td>
<td>5</td>
</tr>
</tbody>
</table>

AUTOMOTIVE TECHNOLOGY: AUTO SERVICE MANAGEMENT (A.S.)
Designed to prepare the student to enter the automotive service profession in a position such as a service manager, service writer or parts manager.

The graduate of the AS program in auto service management will:
- Demonstrate an understanding of the importance of customer satisfaction and the role it plays in the success of a business in the automotive service industry.
- Demonstrate an understanding of the various business models in the automotive service industry.
- Demonstrate the ability to effectively communicate verbally and in writing 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 an understanding of the legal and ethical issues encountered in the automotive repair workplace.
- Develop responsible decisions.

A major of 24 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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<tbody>
<tr>
<td>Required core courses (24 units):</td>
<td></td>
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</tr>
<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 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>BUS 104</td>
<td>Business Organization &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
</tbody>
</table>
The graduate of the AS program in auto tune-up and diagnostic procedures will:

- Demonstrate an understanding of the evolving technology in the automotive control systems and the impact the automobile has on our environment.
- Demonstrate the ability to quickly master new techniques and skills as required in the automotive tune-up and diagnostic specialty.
- Demonstrate the ability to effectively communicate verbally and in writing 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 an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
- 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 all of the NATEF tasks in each of the core courses in the option or certificate.

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>
</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>Fuel Injection/Turbocharging</td>
<td>5</td>
</tr>
<tr>
<td>AT 343</td>
<td>Engine Performance Diagnosis</td>
<td>5</td>
</tr>
<tr>
<td>AT 344</td>
<td>Emission Control/BAR CAC</td>
<td>4</td>
</tr>
<tr>
<td>AT 314</td>
<td>Suspension and Alignment</td>
<td>4</td>
</tr>
<tr>
<td>AT 313</td>
<td>AutomotiveBrakes</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>
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</tbody>
</table>

The graduate of the AS program in automotive chassis will:

- Demonstrate an understanding of the science of the automotive drive train systems.
- Demonstrate the ability to use the latest techniques and tools used in servicing the automotive drive train.
- 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 an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
- 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 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>
<th>UNITS</th>
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</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>Fuel Injection/Turbocharging</td>
<td>5</td>
</tr>
<tr>
<td>AT 343</td>
<td>Engine Performance Diagnosis</td>
<td>5</td>
</tr>
<tr>
<td>AT 344</td>
<td>Emission Control/BAR CAC</td>
<td>4</td>
</tr>
<tr>
<td>AT 314</td>
<td>Suspension and Alignment</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 certificate program in high-tech general mechanic: 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.
DEGREES & CERTIFICATES

- 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 workplace.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

A total of 33 is required for the certificate.

<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 306</td>
<td>Automotive Air Conditioning</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>Fuel Injection/Turbocharging</td>
<td>5</td>
</tr>
<tr>
<td>AT 343</td>
<td>Engine Performance Diagnosis</td>
<td>5</td>
</tr>
<tr>
<td>AT 344</td>
<td>Emission Control/BAR CAC</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 engine and drive train repair.

The graduate of the certificate program in high-tech general mechanic: 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 workplace.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

A total of 35 units constitute the certificate.

<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 306</td>
<td>Automotive Air Conditioning</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>Fuel Injection/Turbocharging</td>
<td>5</td>
</tr>
<tr>
<td>AT 343</td>
<td>Engine Performance Diagnosis</td>
<td>5</td>
</tr>
<tr>
<td>AT 344</td>
<td>Emission Control/BAR CAC</td>
<td>4</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 teaching. The biologist with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as medicine, 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>
</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 arts 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>

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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS/ECON 141</td>
<td>Global Economics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 135</td>
<td>Calculus With Applications</td>
<td>4</td>
</tr>
</tbody>
</table>
The graduate of the AS program in business management 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 science degree.

**COURSE NUMBER**  **TITLE**  **UNITS**

Required core courses (24 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 100</td>
<td>Accounting for Entrepreneurs</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACCT 130 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>or</td>
<td>CBIS 141 Microsoft Excel - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CBOT 131 Introduction to Word Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus a minimum of 9 units selected from the following:

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 102</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 106</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111</td>
<td>Internet Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS/</td>
<td>ECON 121 Business Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics: Micro-Economics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Survey of International Business</td>
<td>3</td>
</tr>
<tr>
<td>CWE 149</td>
<td>Cooperative Work Experience: Occupational (related to Business Management)</td>
<td>1-4</td>
</tr>
</tbody>
</table>

**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 marketing 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 science degree.

**COURSE NUMBER**  **TITLE**  **UNITS**

Required core courses (27 units)

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 100</td>
<td>Accounting for Entrepreneurs</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACCT 130 Financial Accounting</td>
<td>3</td>
</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>
<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>or</td>
<td>CBOT 131 Microsoft Excel - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CBOT 333 Business Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Plus a minimum of 6 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>BUS 103</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BUS 106</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111</td>
<td>Internet Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Survey of International Business</td>
<td>3</td>
</tr>
<tr>
<td>CWE 149</td>
<td>Cooperative Work Experience: Occupational (related to Marketing)</td>
<td>1-4</td>
</tr>
<tr>
<td>BUS 303</td>
<td>Sales and Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 total of 24 is required for the business certificate.

**COURSE NUMBER**  **TITLE**  **UNITS**

Required core courses (24 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<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 302</td>
<td>Essentials of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107</td>
<td>Human Relations in Business</td>
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<td>BUS 110</td>
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</tr>
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<td>BUS 160</td>
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<tr>
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<td>Computer Concepts and Applications</td>
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</tr>
<tr>
<td>or</td>
<td>CBIS 141 Microsoft Excel - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CBOT 131 Introduction to Word Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 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.

A total of 3 units is required for the certificate.

**COURSE NUMBER**  **TITLE**  **UNITS**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 363</td>
<td>Management: Conflict</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 369</td>
<td>Employment Law</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 370</td>
<td>Ethics and Integrity</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 371</td>
<td>Sexual Harassment Law/Prevention</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 372</td>
<td>Workplace Diversity</td>
<td>.5</td>
</tr>
</tbody>
</table>
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 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.

A total of 3 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 369</td>
<td>Employment Law</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 370</td>
<td>Ethics and Integrity</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 371</td>
<td>Sexual Harassment Law/Prevention</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 373</td>
<td>Forming a Small Business</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 372</td>
<td>Workplace Diversity</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 374</td>
<td>Business Incorporation</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 375</td>
<td>Patents and Copyright Law</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 396</td>
<td>Performance Measurement</td>
<td>.5</td>
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</tbody>
</table>

Plus a minimum of 1 unit selected from the following:

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 376</td>
<td>Performance Measurement</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 377</td>
<td>Managing Service Quality</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 378</td>
<td>Performance Measurement</td>
<td>.5</td>
</tr>
</tbody>
</table>

The graduate of the certificate program in business law will:
- Demonstrate the ability to follow instructions on assignments and class activities.

A total of 3 units is required for the certificate.

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 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.

A total of 3 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 356</td>
<td>Managing Organizations</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 361</td>
<td>Your Leadership Style</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 362</td>
<td>Management: People Skills</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 363</td>
<td>Management: Conflict</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 365</td>
<td>Managing Teams</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 366</td>
<td>Managing Change</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 367</td>
<td>Managing Service Quality</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 368</td>
<td>Executive Leadership</td>
<td>.5</td>
</tr>
</tbody>
</table>

Complete all 6 courses above or

BUS 387       | Executive Leadership: Series       | 3     |

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 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.

A total of 3 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 356</td>
<td>Managing Organizations</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 361</td>
<td>Your Leadership Style</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 362</td>
<td>Management: People Skills</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 363</td>
<td>Management: Conflict</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 365</td>
<td>Managing Teams</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 366</td>
<td>Managing Change</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 367</td>
<td>Strategic Planning</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 368</td>
<td>Executive Leadership</td>
<td>.5</td>
</tr>
</tbody>
</table>

Complete all 6 courses above or

BUS 387       | Executive Leadership: Series       | 3     |

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 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.

A total of 3 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 357</td>
<td>Management: Listening</td>
<td>.5</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 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 on assignments and class activities.

A total of 3 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 357</td>
<td>Management: Listening</td>
<td>.5</td>
</tr>
</tbody>
</table>
BUS 366 Promoting Small Business .5
BUS 378 Effective Sales Methods .5
BUS 380 Marketing Strategies .5
BUS 381 Entering Global Markets .5
BUS 382 Advertising and Public Relations Strategies .5

Complete all 6 courses above or
BUS 303 Sales and Marketing 3

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>
</tr>
</thead>
<tbody>
<tr>
<td>Required core courses (40 units):</td>
<td></td>
</tr>
<tr>
<td>CHEM 150 General Chemistry 1</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 151 General Chemistry 2</td>
<td>5</td>
</tr>
<tr>
<td>MATH 181 Calculus 1</td>
<td>5</td>
</tr>
<tr>
<td>MATH 182 Calculus 2</td>
<td>5</td>
</tr>
<tr>
<td>MATH 183 Multivariable Calculus</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 161 Engineering Physics 1</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 162 Engineering Physics 2</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 163 Engineering Physics 3</td>
<td>5</td>
</tr>
<tr>
<td>Recommended electives:</td>
<td></td>
</tr>
<tr>
<td>CHEM 140 Introduction to Organic Chemistry</td>
<td>4</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 the necessary 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” on page 56 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>
</tr>
</thead>
<tbody>
<tr>
<td>Required core courses (27 units)</td>
<td></td>
</tr>
<tr>
<td>ACCT 130 Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 101 Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 108 Networking and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 112 Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 141 Microsoft Excel - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 142 Microsoft Access - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 321 Internet Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>EL105 PC Preventive Maintenance and Upgrading</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

A total of 5 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended electives:</td>
<td></td>
</tr>
<tr>
<td>CBIS 373 Intro to Windows</td>
<td>1</td>
</tr>
<tr>
<td>CBIS 371 Intro to Excel</td>
<td>1</td>
</tr>
<tr>
<td>CBIS 372 Intro to Access</td>
<td>1</td>
</tr>
<tr>
<td>CBOT 360 Word - Basics</td>
<td>1</td>
</tr>
<tr>
<td>CBOT 361 Intro to PowerPoint</td>
<td>1</td>
</tr>
</tbody>
</table>

COMPUTER BUSINESS INFORMATION SYSTEMS: DATABASE ADMINISTRATION (Certificate of Accomplishment)

This certificate provides comprehensive training for students who will develop and maintain databases in our changing business world.

The graduate of the certificate program in database administration will:
- Analyze the business database requirements, rules and policies.
- Practice and develop interpersonal skills to discuss and document the user’s needs and present the database recommendations to the user.
- Utilize tools to manage the development and design of the database, such as Microsoft Visio and Microsoft Project.
- Work in groups to develop their interpersonal skills and more complex applications.
- Apply problem-solving and debugging techniques.
- Utilize software to build and manage relational databases, such as SQL Server (Structured Query Language), MySQL, Oracle, Access, or perhaps other Open Database Connectivity (ODBC) databases.
• Use Web programming languages, such as PHP (Hypertext Preprocessor) and ASP (Active Server Pages), to support dynamic database driven websites.
• Apply concepts to database security, backup and recovery for dependable business operations.

A total of 17.5 units is required for the certificate.

### COURSE

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIS 142</td>
<td>Microsoft Access - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 189</td>
<td>Independent Projects</td>
<td>1</td>
</tr>
<tr>
<td>CBIS 327</td>
<td>Building Business Websites</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 330</td>
<td>Database Management Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 334</td>
<td>Database Security and Auditing</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 336</td>
<td>Web DB Programming-PHP/ASP</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 343</td>
<td>Applied Project Management 1</td>
<td>1.5</td>
</tr>
</tbody>
</table>

### COMPUTER BUSINESS INFORMATION SYSTEMS: INFORMATION ARCHITECTURE

This certificate provides comprehensive training for students who 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.

A total of 16.5 units is required for the certificate.

### COURSE

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>CBIS 142</td>
<td>Microsoft Access - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 141</td>
<td>Microsoft Excel - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 142</td>
<td>Microsoft Access - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 343</td>
<td>Applied Project Management 1</td>
<td>1.5</td>
</tr>
</tbody>
</table>

### COMPUTER BUSINESS INFORMATION SYSTEMS: OFFICE SOFTWARE SUPPORT

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, programs.

### COURSE

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</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>Microsoft Excel - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 142</td>
<td>Microsoft Access - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 343</td>
<td>Applied Project Management 1</td>
<td>1.5</td>
</tr>
</tbody>
</table>

### COMPUTER BUSINESS INFORMATION SYSTEMS: OFFICE SYSTEMS ANALYSIS

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.

### COURSE

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<tbody>
<tr>
<td>CBIS 101</td>
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</tr>
<tr>
<td>CBIS 112</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 141</td>
<td>Microsoft Excel - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 142</td>
<td>Microsoft Access - Comprehensive</td>
<td>3</td>
</tr>
<tr>
<td>CBIS 343</td>
<td>Applied Project Management 1</td>
<td>1.5</td>
</tr>
</tbody>
</table>

### COMPUTER BUSINESS INFORMATION SYSTEMS: SMALL BUSINESS WEBMASTER

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

### COURSE

<table>
<thead>
<tr>
<th>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 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>
</tbody>
</table>
Computer Business Office Technology: 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 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:
- 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.

**Course Number** | **Title** | **Units**
--- | --- | ---
**Required core courses (21 units):**
BUS 160 | Business Communications | 3
CBIS 371 | Intro to Excel | 1
CBOT 131 | Introduction to Word Processing | 3
CBOT 132 | Advanced Word Processing | 3
CBOT 302 | Records Management | 2
CBOT 333 | Business Desktop Publishing | 3
CBOT 334 | Administrative Office Procedures | 3
CBOT 337 | Presentation Design – PowerPoint | 3
**Plus a minimum of 6 units selected from the following:** (Strongly recommended: CBIS 141, CBIS 142, CBIS 373)
ACCT 100 | Accounting for Entrepreneurs | 3
or
ACCT 130 | Financial Accounting | 3
or
ACCT 317 | Bookkeeping | 3
BUS 107 | Human Relations in Business | 3
CWE 149 | Cooperative Work Experience: Vocational/Internship | 1-3

Legal Secretarial is designed to provide training for specialized secretarial/administrative assistant careers in law offices and 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.

**Course Number** | **Title** | **Units**
--- | --- | ---
**Required core courses (19 units):**
BUS 110 | Business Law: Contracts and Sales | 3
BUS 160 | Business Communications | 3
CBOT 131 | Introduction to Word Processing | 3
CBOT 132 | Advanced Word Processing | 3
CBOT 305 | Legal Office Procedures | 3
CBOT 334 | Administrative Office Procedures | 3
CBOT 336 | Intro to Internet Explorer | 1
**Plus a minimum of 9 units selected from the following:** (Strongly recommended: CBIS 141, CBIS 142, CBIS 373)
ACCT 100 | Accounting for Entrepreneurs | 3
or
ACCT 130 | Financial Accounting | 3
BUS 107 | Human Relations in Business | 3
CWE 149 | Cooperative Work Experience: (related to CBOT Legal Secretarial) | Occupational 1-3
CBIS 141 | Microsoft Excel – Comprehensive | 3
CBIS 142 | Microsoft Access – Comprehensive | 3
CBIS/ | CBOT 337 | Presentation Design-PowerPoint | 3
CBIS 373 | Intro to Windows | 1
CBOT 302 | Records Management | 2
CBOT 333 | Business Desktop Publishing | 3
CBOT 362 | Intro to MS Publisher | 1

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.
- Apply proper administrative operations and procedures for business.
• Analyze and solve problems related to administrative operations.
• Communicate clearly and professionally.

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

**COMPUTER BUSINESS OFFICE TECHNOLOGY: 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.

A total of 4.5 units is required for the certificate.

**COMPUTER BUSINESS OFFICE TECHNOLOGY: ADMINISTRATIVE OFFICE SKILLS (Certificate of Accomplishment)**

Administrative Office Skills certificate is designed to provide training to develop entry-level office skills to prepare students 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.

A total of 15 units is required for the certificate.

**COMPUTER BUSINESS OFFICE TECHNOLOGY: COMPUTER BUSINESS OFFICE SKILLS**

A total of 4 units is required for the certificate.

**COMPUTER BUSINESS OFFICE TECHNOLOGY:**

- Required core courses (15 units):
  - CBOT 131 Introduction to Word Processing 3
  - CBOT 132 Advanced Word Processing 3
  - CBOT 333 Business Desktop Publishing 3
  - CBOT 334 Administrative Office Procedures 3
  - CBOT 337 Presentation Design-PowerPoint 3

- Plus a minimum of 9 units selected from the following:
  - ACCT 100 Accounting for Entrepreneurs 3
  - or ACCT 130 Financial Accounting 3
  - ACCT 150 Intro to Accounting Information Systems 3
  - BUS 101 Introduction to Business 3
  - BUS 160 Business Communications 3
  - CWE 149 Cooperative Work Experience: Occupational (related to CBOT Information Processing) 1-3
  - CBIS 141 Microsoft Excel - Comprehensive 3
  - CBIS 142 Microsoft Access - Comprehensive 3
  - CBIS 373 Introduction to Windows 1
  - CBOT 336 Intro to Internet Explorer 1
  - CBOT 362 Intro to MS Publisher 1
  - ENGL 101 Freshman Composition: Exposition 4

**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.

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 19 units is required for the associate in arts degree.

**DEGREES & CERTIFICATES**

- Required core courses (13 units):
  - CS 111 Fundamentals of Programming 1 4
  - CS 112 Fundamentals of Programming 2 4
  - MATH 161 Calculus 1 5

- Plus a minimum of 6 units selected from the following:
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 for an orientation with the manager of one of the private beauty colleges with which the college has a training contract. 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.
- 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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 301</td>
<td>Introduction to Cosmetology</td>
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</tr>
<tr>
<td>COS 302 ABC</td>
<td>Advanced Cosmetology</td>
<td>18</td>
</tr>
</tbody>
</table>

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.

A total of 15 units is required for 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 119</td>
<td>Introduction to the Hospitality Industry</td>
<td>2</td>
</tr>
<tr>
<td>CA/FCS 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>CWE 149</td>
<td>Cooperative Work Experience: Occupational (related to Baking)</td>
<td>2</td>
</tr>
<tr>
<td>FCS 199</td>
<td>Special Topics in Foods and Nutrition</td>
<td>.5-3</td>
</tr>
</tbody>
</table>

Recommended electives:

- CA/FCS 123 Principles of Foods 2 2
- CWE 149 Cooperative Work Experience: Occupational (related to Baking) 2
- FCS 199 Special Topics in Foods and Nutrition .5-3

CULINARY ARTS AND MANAGEMENT: DINETIC SERVICE SUPERVISION (Certificate of Achievement)

The graduate of the certificate program in dietetic service 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.

A total of 20 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA/FCS 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 125</td>
<td>Supervision and Training Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CA 126</td>
<td>Food Production Cost, Control and Management</td>
<td>3</td>
</tr>
<tr>
<td>FCS/FSN 109</td>
<td>Basic Nutrition for Health</td>
<td>3</td>
</tr>
<tr>
<td>FSN 127</td>
<td>Supervised Field Experience-Food Services</td>
<td>2</td>
</tr>
<tr>
<td>FSN 128</td>
<td>Supervised Field Experience-Dietetics</td>
<td>2</td>
</tr>
</tbody>
</table>

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.

A total of 20 units is required for the certificate.

<table>
<thead>
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<td>FSN 128</td>
<td>Supervised Field Experience-Dietetics</td>
<td>2</td>
</tr>
</tbody>
</table>
DENOTES & CERTIFICATES

- 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.

A total of 10 units is required for the certificate.

<table>
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<th>COURSE</th>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>CA 119</td>
<td>Introduction to the Hospitality Industry</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CA 125</td>
<td>Supervision and Training Techniques</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CA 126</td>
<td>Food Production Cost, Control &amp; Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CWE 149</td>
<td>Cooperative Work Experience: Occupational</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

CULINARY ARTS AND MANAGEMENT: FOOD SERVICES PRODUCTION (Certificate of Accomplishment)

The graduate of the certificate program in food services production will:

- Denote the variety of service and business structures existing in the food and beverage sector of the hospitality industry.
- Demonstrate competency in safe, sanitary and efficient food production operations.
- Analyze and respond to different business volumes based on best accounting and forecasting practices.
- Demonstrate competency in oral, written and electronic communications.

A total of 13 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA/FCS 120</td>
<td>Principles of Foods 1</td>
<td>4</td>
<td></td>
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<tr>
<td>CA/FCS 123</td>
<td>Principles of Foods 2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CA 124</td>
<td>Sanitation, Safety, and Equipment</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CWE 149</td>
<td>Cooperative Work Experience: Occupational</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

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 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.

A total of 32 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 118</td>
<td>Beverage Management</td>
<td>1</td>
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</tr>
<tr>
<td>CA/FCS 120</td>
<td>Principles of Foods 1</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CA 121</td>
<td>Basic Baking and Pastry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CA/FCS 123</td>
<td>Principles of Foods 2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CA 124</td>
<td>Sanitation, Safety and Equipment</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CA 125</td>
<td>Supervision and Training Techniques</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CA 129</td>
<td>Catering and Event Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CWE 149</td>
<td>Cooperative Work Experience: Occupational</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

RECOMMENDED ELECTIVES:

- AG 301 Pairing Wine and Foods .5
- AG 302 Advanced Pairing Wine and Foods .5
- BUS 102 Marketing 3
- CA 323 Specialty Wedding Cakes 1
- CA 324 Cake Decorating 1
- FCS/FSN 134 Food, Nutrition and Culture 4
- FSN 133 Introduction to Food Science 3

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, 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. 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 techniques 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 and 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 and menus; and make a meal reflective of a specific culture.
- Apply all Culinology® program course principles within a work setting.

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

<table>
<thead>
<tr>
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<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
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<tr>
<td>CA/FCS 123</td>
<td>Principles of Foods 2</td>
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</tr>
<tr>
<td>CA 124</td>
<td>Sanitation, Safety and Equipment</td>
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<td></td>
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</tbody>
</table>
### DEGREES & CERTIFICATES

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCS/FSN 134</td>
<td>Food, Nutrition, Customs and Culture</td>
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<tr>
<td>FSN 110</td>
<td>Nutrition Science</td>
<td>3</td>
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<tr>
<td>FSN 132</td>
<td>Introduction to Culinology® Professions</td>
<td>1</td>
</tr>
<tr>
<td>FSN 133</td>
<td>Introduction to Food Science</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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 32 units is required for the associate in arts degree and certificate of achievement. Demonstrated proficiency in two out of the three dance forms is required for the degree.

#### COURSE NUMBER TITLE UNITS

<table>
<thead>
<tr>
<th>Required core courses (27 units):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 2 of the following:</td>
</tr>
<tr>
<td>DAN 115 Advanced Modern Dance 3</td>
</tr>
<tr>
<td>DAN 125 Advanced Ballet 3</td>
</tr>
<tr>
<td>DAN 135 Advanced Jazz 3</td>
</tr>
<tr>
<td>Select 1 of the following:</td>
</tr>
<tr>
<td>DAN 140 Beginning Folklorico 2</td>
</tr>
<tr>
<td>or</td>
</tr>
<tr>
<td>DAN 152 Beginning Tap 2</td>
</tr>
<tr>
<td>DAN 101 Dance Appreciation 3</td>
</tr>
<tr>
<td>DAN 170 Music for Dancers 1</td>
</tr>
<tr>
<td>DAN 171 Dance Composition/Choreography 3</td>
</tr>
<tr>
<td>DAN 180 Performance Lab 3</td>
</tr>
<tr>
<td>DAN 182 Technical Production Lab 3</td>
</tr>
<tr>
<td>DAN 183 Dance Ensemble 3</td>
</tr>
<tr>
<td>DAN 185 Introduction to Performance Skills 3</td>
</tr>
</tbody>
</table>

Plus a minimum of 5 units selected from the following:

| DRMA 104 Introduction to Acting 3 |
| MUS 100 Music Appreciation 3      |
| DAN 133 Hip Hop/Jazz Styles 2     |
| DAN 142 Intermediate Folklorico .5 |
| DAN 145 Folklorico Zapateados .5  |
| DAN 148 Folklorico Concert Production 3 |
| DAN 151 Clinic in Tap .5          |
| DAN 153 Intermediate Tap 2        |
| DAN 154 Points and Partnering Clinic 1 |
| DAN 155 Clinic in Pilates .5      |
| DAN 156 Techniques for Stretch 1  |
| DAN 167 Clinic in Intermediate Tap .5 |
| DAN 172 Beginning Ballroom Dance .5 |
| DAN 174 Intermediate Ballroom .5  |
| DAN 175 Clinic in Salsa .5        |
| DAN 176 Choreography Field Work 2 |
| DAN 186 Dance Production 3        |

### DENTAL ASSISTING (A.S. & Certificate of Achievement)

Approved by the California Dental Board 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 chairside 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 at the Health Sciences Office, located in the Building M Science Complex. 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 the Law and Ethics examination 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 of 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 state board exam.
- Complete requirements to obtain a certificate in pit and fissure sealants.
- Complete the requirements for the infection control certificate necessary to take the State Board examination.

A major of 32.5 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 (Summer Session) 1 unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DA 310</td>
<td>Exploring Career Opportunities 1</td>
<td></td>
</tr>
<tr>
<td>2nd Semester (Fall Semester) 16 units</td>
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<td></td>
</tr>
<tr>
<td>DA 314</td>
<td>Intro to Bio-Dental Science 3</td>
<td></td>
</tr>
<tr>
<td>DA 317</td>
<td>Dental Assisting Theory 7</td>
<td></td>
</tr>
<tr>
<td>DA 318</td>
<td>Basic Dental Assisting Skills 3</td>
<td></td>
</tr>
<tr>
<td>DA 319</td>
<td>DA Administrative Skills 3</td>
<td></td>
</tr>
<tr>
<td>3rd Semester (Spring Semester) 15.5 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DA 325</td>
<td>Clinical Dental Procedures 3</td>
<td></td>
</tr>
<tr>
<td>DA 326</td>
<td>Dental Radiography 4</td>
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<tr>
<td>DA 327</td>
<td>Dental Screening .5</td>
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</tr>
<tr>
<td>DA 328</td>
<td>Pit &amp; Fissure Sealants 1</td>
<td></td>
</tr>
<tr>
<td>DA 329</td>
<td>Dental Assisting Practicum 5</td>
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</tr>
<tr>
<td>DA 330</td>
<td>Coronal Polish 1</td>
<td></td>
</tr>
<tr>
<td>DA 332</td>
<td>RDA Law and Ethics .5</td>
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</tr>
<tr>
<td>DA 348</td>
<td>RDA: Success Seminar .5</td>
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</tr>
</tbody>
</table>

### DRAMA (Certificate of Accomplishment)

The Certificate of Achievement in Drama provides the student with an opportunity to develop a basic foundation in theatre. The curriculum is designed to offer students training in theory and analysis as well as the practice of theatrical art forms.

The graduate of the certificate program in drama will:
- Analyze and articulate a critical response to theatrical events employing a basic understanding of world theatre history and Western theatre tradition.
- Recognize and describe the key figures and the breadth of achievement in world theatre history.
- Apply appropriate, positive techniques when asked to participate as a member of a performance ensemble.

A total of 15 units is required for the certificate.
### 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.

A total of 78 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>DRMA 103</td>
<td>Theatre Appreciation</td>
<td>3</td>
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<tr>
<td>DRMA 110</td>
<td>History of the World Theatre I</td>
<td>3</td>
</tr>
<tr>
<td>DRMA 111</td>
<td>History of the World Theatre II</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus a minimum of 6 units selected from the following:

- DANC 101 Dance Appreciation
- DANC 135 Commercial Dance Forms
- DANC 152 Musical Theatre Forms: Tap Dance
- DRMA 104 Introduction to Acting
- DRMA 106 Intermediate Acting/Scene Study
- DRMA 128 Makeup for Stage-TV

#### DRAMA: DESIGN/TECHNICAL THEATRE (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 design/technical theatre will:

- Demonstrate safe, effective techniques and exhibit professional behavior in the support of the production and performance of a professional theatrical production.
- Exhibit a process inclusive of abstract thinking, decision-making and divergent problem solving.
- Communicate through creative expression employing standard theatrical vocabulary and presentational techniques.
- Display a competency in critical reading as it relates to theatrical texts.

A total of 64 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
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<tr>
<td>DRMA 112</td>
<td>Theatre Production Laboratory</td>
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</tr>
<tr>
<td>DRMA 113</td>
<td>Performance Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>DRMA 304</td>
<td>Internship in Theatrical Production A</td>
<td>10</td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
<td></td>
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<tr>
<td>DRMA 112</td>
<td>Theatre Production Laboratory</td>
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</tr>
<tr>
<td>DRMA 113</td>
<td>Performance Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>DRMA 304</td>
<td>Internship in Theatre Production B</td>
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<tr>
<td>Semester 3</td>
<td></td>
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<tr>
<td>DRMA 112</td>
<td>Theatre Production Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>DRMA 113</td>
<td>Performance Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>DRMA 304</td>
<td>Internship in Theatre Production C</td>
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<tr>
<td>Semester 4</td>
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<td>DRMA 112</td>
<td>Theatre Production Laboratory</td>
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</tr>
<tr>
<td>DRMA 113</td>
<td>Performance Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>DRMA 304</td>
<td>Internship in Theatrical Production</td>
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</tr>
</tbody>
</table>

Recommended electives:

- DRMA 118 Introduction to Technical Theatre Lab
- DRMA 189 Independent Projects in Drama
- DRMA 303 Advanced Participation in Theatrical Production D
- DRMA 199 Topics in Theatre

#### EARLY CHILDHOOD STUDIES: GENERAL (A.S. & Certificate of Achievement)

Completion of the Early Childhood Studies: General program 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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRMA 101</td>
<td>Applied Professional Acting I</td>
<td>10</td>
</tr>
<tr>
<td>DRMA 110</td>
<td>History of World Theatre I</td>
<td>3</td>
</tr>
<tr>
<td>DRMA 112</td>
<td>Technical Production Lab</td>
<td>3</td>
</tr>
<tr>
<td>DRMA 113</td>
<td>Performance Lab</td>
<td>3</td>
</tr>
<tr>
<td>DRMA 401</td>
<td>Prof Theatre Dance Styles</td>
<td>2</td>
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</tbody>
</table>

| Semester 2    |                                       |       |
| DRMA 102      | Applied Professional Acting II        | 10    |
| DRMA 111      | History of World Theatre 2            | 3     |
| DRMA 112      | Technical Production Lab              | 3     |
| DRMA 113      | Performance Lab                       | 3     |
| DRMA 401      | Prof Theatre Dance Styles             | 2     |

| Semester 3    |                                       |       |
| DRMA 112      | Technical Production Lab              | 3     |
| DRMA 113      | Performance Lab                       | 3     |
| DRMA 120      | Advanced Applied Acting I             | 10    |
| DRMA 401      | Prof Theatre Dance Styles             | 2     |

| Semester 4    |                                       |       |
| DRMA 112      | Technical Production Lab              | 3     |
| DRMA 113      | Performance Lab                       | 3     |
| DRMA 121      | Advanced Applied Acting II            | 10    |
| DRMA 401      | Prof Theatre Dance Styles             | 2     |

Recommended electives:

- DANC 120 Beginning Ballet
- DANC 130 Beginning Jazz
- DRMA 115 Repertory Theatre
- DRMA 189 Introduction to Technical Theatre Lab
- DRMA 189 Independent Projects in Drama

80

DEGREES & CERTIFICATES
• 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.

### COURSE NUMBER TITLE UNITS

**Required core courses (33 units):**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
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<td>ECS 100</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>Principles and Practices</td>
<td>3</td>
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<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 115</td>
<td>Caring for Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>ECS 116</td>
<td>Teaching in a Diverse Society</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>
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</table>

Plus a minimum of 6 units selected from the following:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECS 112</td>
<td>The Preschool Child With Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECS 113</td>
<td>Early Infant Intervention</td>
<td>3</td>
</tr>
<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>
<td>3</td>
</tr>
<tr>
<td>ECS 125</td>
<td>Curriculum for School-Age Children</td>
<td>3</td>
</tr>
<tr>
<td>ECS 303</td>
<td>Introduction to Early Childhood</td>
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</tr>
<tr>
<td>ECS 310</td>
<td>Art for Young Children</td>
<td>.5</td>
</tr>
<tr>
<td>ECS 311</td>
<td>Creating Learning Materials</td>
<td>.5</td>
</tr>
<tr>
<td>ECS 312</td>
<td>Music Activities for Young Children</td>
<td>.5</td>
</tr>
<tr>
<td>ENGL 137</td>
<td>Children’s Literature</td>
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<tr>
<td>FCS/FSN 109</td>
<td>Basic Nutrition for Health</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>FSN 110 Nutrition Science</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 101</td>
<td>Elementary Spanish</td>
<td>5</td>
</tr>
</tbody>
</table>

### EARLY CHILDHOOD STUDIES: ELEMENTARY EDUCATION WITH BILINGUAL/BICULTURAL EMPHASIS (A.S. & Certificate of Achievement)

Completion of the Elementary Education program with Bilingual/Bicultural Emphasis will 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.

• 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).

### COURSE NUMBER TITLE UNITS

**Required core courses (39 units):**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</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>Principles and Practices</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>Teaching in a Diverse Society</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>
<tr>
<td>ECS 125</td>
<td>Curriculum for School-Age Children, 6-12 Years</td>
<td>3</td>
</tr>
<tr>
<td>ECS/EDUC 130</td>
<td>Exploring Teaching</td>
<td>3</td>
</tr>
<tr>
<td>ECS 132</td>
<td>Child Identity and Learning</td>
<td>3</td>
</tr>
<tr>
<td>ECS/EDUC 133</td>
<td>Technology for Educators</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus a minimum of 3 units selected from the following:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECS 102</td>
<td>Child Health, Safety and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ECS 122</td>
<td>Positive Child Guidance</td>
<td>3</td>
</tr>
<tr>
<td>EMS 102</td>
<td>First Aid and Safety Education</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 137</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>FCS/FSN 109 Basic Nutrition for Health</td>
<td>3</td>
</tr>
<tr>
<td>MUS 110</td>
<td>Music Fundamentals</td>
<td>2</td>
</tr>
</tbody>
</table>

**DEGREES & CERTIFICATES 81 DEGREES & CERTIFICATES**
ECS 303 Introduction to Early Childhood 2
ECS 100 Child Growth and Development 3
ECS 101 Child, Family and Community 3
ECS 102 Child Health, Safety and Nutrition 3
ECS 104 Principles and Practices 3
ECS 105 Observation and Assessment 3
ECS 106 Introduction to Curriculum 3
ECS 111 Supervision and Administration 3
ECS 115 Caring for Infants and Toddlers 3
ECS 118 Practicum: Preschool 3
ECS 119 Practicum: Infant Toddler 3
ECS 120 Mentor Teacher and Adult Supervision 2
ECS 320 Administration: Staff Leadership 1
ECS 321 Administration: Professional Ethics 1
ECS 322 Administration: Parents as Partners 1

Required core courses (35 units):

ECS 100 Child Growth and Development 3
ECS 101 Child, Family and Community 3
ECS 102 Child Health, Safety and Nutrition 3
ECS 104 Principles and Practices 3
ECS 105 Observation and Assessment 3
ECS 106 Introduction to Curriculum 3
ECS 111 Supervision and Administration 3
ECS 115 Caring for Infants and Toddlers 3
ECS 118 Practicum: Preschool 3
ECS 119 Practicum: Infant Toddler 3
ECS 120 Mentor Teacher and Adult Supervision 2
ECS 320 Administration: Staff Leadership 1
ECS 321 Administration: Professional Ethics 1
ECS 322 Administration: Parents as Partners 1

Plus a minimum of 3 units selected from the following:

AGCT 317 Bookkeeping 3
BUS 106 Small Business Management 3
BUS 107 Human Relations in Business 3
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 122 Positive Child Guidance 3
ECS 121 Family Child Care Business 3
ECS 125 Curriculum for School-age Children 3
ECS 303 Introduction to Early Childhood 2
FCS/FSN 109 Basic Nutrition for Health 3
or
FSN 110 Nutrition Science 3

A major of 38 units is required for the associate in science degree and certificate.

ECS 303 Introduction to Early Childhood 2
ECS 100 Child Growth and Development 3
ECS 101 Child, Family and Community 3
ECS 102 Child Health, Safety and Nutrition 3
ECS 104 Principles and Practices 3
ECS 105 Observation and Assessment 3
ECS 106 Introduction to Curriculum 3
ECS 111 Supervision and Administration 3
ECS 115 Caring for Infants and Toddlers 3
ECS 118 Practicum: Preschool 3
ECS 119 Practicum: Infant Toddler 3
ECS 120 Mentor Teacher and Adult Supervision 2
ECS 320 Administration: Staff Leadership 1
ECS 321 Administration: Professional Ethics 1
ECS 322 Administration: Parents as Partners 1

Plus a minimum of 3 units selected from the following:

ECS/EDUC 133 Technology for Educators 3
ECS 303 Introduction to Early Childhood 2
ECS 310 Art for Young Children .5
ECS 311 Creating Learning Materials .5
ECS 312 Music Activities for Young Children .5

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.

Note: Proficiency in Spanish may be demonstrated by the completion of Spanish 104 or a score of 3 or higher on an AP Spanish language exam.

EARLY CHILDHOOD STUDIES:
PRE-SCHOOL-INFANT-TODDLER PROGRAM DIRECTOR (A.S. & Certificate of Achievement)

Completion of the Preschool/Infant Toddler Program would qualify students up to a Site Supervisor-level permit issued by the California Commission on Teacher Credentialing. This prepares the student to work in Title V, Title XXII and federally funded programs.

The graduate of the AS or certificate program in preschool/infant toddler program director 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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>UNITS</th>
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<tbody>
<tr>
<td>ECS 100</td>
<td>Child Growth and Development</td>
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<tr>
<td>ECS 106</td>
<td>Introduction to Curriculum</td>
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<tr>
<td>ECS 111</td>
<td>Supervision and Administration</td>
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</tr>
<tr>
<td>ECS 115</td>
<td>Caring for Infants and Toddlers</td>
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<tr>
<td>ECS 118</td>
<td>Practicum: Preschool</td>
<td>3</td>
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<tr>
<td>ECS 119</td>
<td>Practicum: Infant Toddler</td>
<td>3</td>
</tr>
<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>
<tr>
<td>ECS 321</td>
<td>Administration: Professional Ethics</td>
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</tr>
<tr>
<td>ECS 322</td>
<td>Administration: Parents as Partners</td>
<td>1</td>
</tr>
</tbody>
</table>

Required core courses (38 units)

Plus a minimum of 3 units selected from the following:

ECS 303 Introduction to Early Childhood 3
ECS 310 Art for Young Children .5
ECS 311 Creating Learning Materials .5
ECS 312 Music Activities for Young Children .5

DEGREES & CERTIFICATES
DEGREES & CERTIFICATES

• 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.

COURSE NUMBER TITLE UNITS

Required core courses (42 units):

CS Any 3 unit programming course 3
CHEM 120 Introductory Chemistry 4
EL 118 Fundamentals of DC & 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 & 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
EL 122 Electronic Devices and Circuits 3
EL 123 Electronic Devices and Circuits Lab 2
EL 125 Digital Devices and Circuits 3
EL 126 Digital Devices and Circuits Lab 2
EL 135 Electronic Measurement & Instrumentation 3
EL 136 Electronic Measurement & Instrumentation Lab 2
EL 146 Electronic Product Design, Fabrication & Documentation 2

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 22 units is required for the associate in science degree.

COURSE NUMBER TITLE UNITS

Required core courses (22 units):

EL 118 Fundamentals of DC & 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 & 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
EL 118 Fundamentals of DC & 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 & 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
EL 122 Electronic Devices and Circuits 3
EL 123 Electronic Devices and Circuits Lab 2
EL 125 Digital Devices and Circuits 3
EL 126 Digital Devices and Circuits Lab 2
EL 135 Electronic Measurement & Instrumentation 3
EL 136 Electronic Measurement & Instrumentation Lab 2
EL 146 Electronic Product Design, Fabrication & Documentation 2

ELECTRONICS TECHNOLOGY: DIGITAL SYSTEMS TECHNICIAN (Certificate of Achievement)

A total of 22 units is required for the certificate.

COURSE NUMBER TITLE UNITS

EL 118 Fundamentals of DC & 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 & 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
EL 122 Electronic Devices and Circuits 3
EL 123 Electronic Devices and Circuits Lab 2
EL 125 Digital Devices and Circuits 3
EL 126 Digital Devices and Circuits Lab 2
EL 135 Electronic Measurement & Instrumentation 3
EL 136 Electronic Measurement & Instrumentation Lab 2
EL 146 Electronic Product Design, Fabrication & Documentation 2

ELECTRONICS TECHNOLOGY: ELECTRONIC TRAINING (Certificate of Achievement)

The electronic training certificate provides the basic knowledge and skills required for entry-level employment in a narrowed range of career occupations.

The graduate of the certificate program in electronic training 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.
• Build and analyze a modern computer system using subsystems.

A total of 18 units is required for the certificate.

COURSE NUMBER TITLE UNITS

EL 105 PC Preventive Maintenance and Upgrading 3
EL 118 Fundamentals of DC & 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 & 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
EL 122 Electronic Devices and Circuits 3
EL 123 Electronic Devices and Circuits Lab 2

DEGREES & CERTIFICATES
EL 125 Digital Devices and Circuits 3
EL 126 Digital Devices and Circuits Lab 2

ELECTRONICS TECHNOLOGY: MECHATRONICS (A.S. & Certificate of Achievement)
The associate in science degree or certificate option offer students a comprehensive program of study in the software, electronics and 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.

COURSE NUMBER TITLE UNITS
CS 111 Fundamentals of Programming 1 4
EL/CEL/ET 104 Introduction to Robotics & Mechatronics 3
EL 111 Fundamentals of DC Circuit Analysis 1.5
EL 112 Fundamentals of DC Circuit Analysis Lab 1
EL 113 Fundamentals of AC Circuit Analysis 1.5
EL 114 Fundamentals of AC Circuit Analysis Lab 1
EL 122 Electronic Devices and Circuits 3
EL 123 Electronic Devices and Circuits Lab 2
EL 125 Digital Devices and Circuits 3
EL 126 Digital Devices and Circuits Lab 2
MT 330 Print Reading and Interpretation 3
or WLDT 306 Layout and Fabrication Interpretation 3
EL 146 Electronic Product Design, Fabrication & Documentation 2
MT 109 Survey of Machining 4
ET 140 Engineering Drawing 3
SP 128 Materials and Processes 3

Plus a minimum of 15 units selected from the following:
CS 175 Object-Oriented Programming 3
EL 105 PC Preventive Maintenance & Upgrade 3
or EL 320 A+ Certification 2
EL 106 Networking Essentials 1 3
EL 107 Networking Essentials 2 3
EL/CEL/ET 128 Renewable Energy 3
EL/CEL/ET 131 Programmable Logic Controllers and Industrial Control Design 3
EL/CEL/ET 133 Transducers and Sensors 3
EL 135 Electronic Measurement & Instrumentation 3
EL 136 Electronic Measurement & Instrumentation Lab 2
EL 138 Introduction to Motorola’s 68000 Microprocessor Family 3
EL/CEL/ET 139 Electrical Power, Motors and Controls 3
EL/CEL/ET 162 Fluid Power and Control 2
ET 100 Computer Aided Drafting and Design 3

PHYS 100 Concepts in Physics 3
or PHYS 110 Introductory Physics 3
or PHSC 111 Matter, Energy, and Molecules 4
WLDT 106 Beginning Welding 3
WLDT 107 Advanced Welding 3
WLDT 307 G.M.A.W. Welding 3
or WLDT 308 T.I.G. Welding 3
WLDT 315 Metal Fabrication 4

ELECTRONICS TECHNOLOGY w/ EMPHASIS IN NETWORK MAINTENANCE AND DIGITAL TECHNOLOGIES (A.S. & Certificate of Achievement)
The associate in science degree or certificate option offer students a comprehensive program in networking essentials, basic electronics and computer applications.

The graduate of the AS or certificate program in network maintenance/digital technologies 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 understanding of how computers communicate with each other and the methods employed to ensure that the communications is reliable.
- Modify operating parameters of infrastructure network devices to meet network requirements.

A major of 29 units is required for the associate in science degree and certificate.

COURSE NUMBER TITLE UNITS
CS 111 Fundamentals of Programming 1 4
CS 161 Discrete Structures 3
CS 175 Object-Oriented Programming 3
CS 176 Computer Architecture 3
CS 185 Fundamentals of Computer Information Systems 3
CS 186 Introduction to Computer Communications 3
CS 192 Programming Project 3
or PHYS 100 Concepts in Physics 3
or PHYS 110 Introductory Physics 3
PHSC 111 Matter, Energy, and Molecules 4
WLDT 106 Beginning Welding 3
WLDT 107 Advanced Welding 3
WLDT 307 G.M.A.W. Welding 3
or WLDT 308 T.I.G. Welding 3
WLDT 315 Metal Fabrication 4

Required core courses (18 units):
EL 105 PC Preventive Maintenance and Upgrading 3
EL 106 Networking Essentials 1 3
EL 107 Networking Essentials 2 3
EL 108 Networking Essentials 3 2
EL 109 Networking Essentials 4 2
EL 118 Fundamentals of DC & AC Circuit Analysis 3
or EL 111 Fundamentals of DC Circuit Analysis 1.5
EL 113 Fundamentals of AC Circuit Analysis 1.5
EL 119 Fundamentals of DC & 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

Plus a minimum of 3 units selected from the following:
BUS 101 Introduction to Business 3
CBIS 101 Computer Concepts and Applications 3
CS 102 Introduction to Computing with HTML 3
EL 125 Digital Devices and Circuits 3
EL 126 Digital Devices and Circuits Lab 2

Plus a minimum of 3 units selected from the following:
CS 111 Fundamentals of Programming 1 4
CS 161 Discrete Structures 3
CS 175 Object-Oriented Programming 3
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 technicians 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 appropriately in a timely manner, and 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 29.5 units is required for the associate in science degree and certificate.

**COURSE NUMBER** | **TITLE** | **UNITS**
---|---|---
LE 341 | Emergency Vehicle Operations/Non-Law Enforcement | .5
EMS 300 | Introduction to Emergency Medical Services | .5
EMS 301 | Emergency Medical Technician-1 (Basic) | 5
EMS 302 | EMS Academy 1B (Advanced) | 7
EMS 306 | CPR for Healthcare Providers | .5
ENVT 156 | First Responder Op 16-Hr | 1
HUSV 148 | Coping with Emergency Response | 3

Plus a minimum of 12 units selected from the following:

EMS 102 | First Aid and Safety Education | 3
EMS 134 | Internship Seminar | 1
EMS 149 | Cooperative Work Experience: Occupational (related to EMS) | 1-8
EMS 303 | Paramedic Prep | 1.5
EMS 304 | EMT Clinical Experience | 2
EMS 307 | Wilderness EMS-First Aid | 2
EMS 309 | Basic Trauma Life Support | 1
EMS 310 | Child Care First Aid and CPR | .5
EMS/FT 319 | Emergency Response to Terrorism | 3
EMS 320 | Emergency Medical Response to Hazardous Materials | 1
EMS 321 | Advanced Cardiac Life Support (ACLS) | 1
EMS 322 | Pediatric Advanced Life Support | 1
EMS 325 | Lifeguard Certification | 2
EMS 315 | Ambulance Strike Team Provider | 1
EMS 316 | Ambulance Strike Team Leader | 1
EMS 328 | Wilderness EMS - Wilderness Travel | 1.5
EMS 337 | Wilderness EMS - Aircraft Search Technology and Techniques | 2
EMS/FT 343 | Paramedic Clinical Laboratory | 4
EMS 347 | Wilderness EMS - Urban, Rural and Wilderness SAR Management | 2
EMS 350 | Wilderness EMS - Essentials of Search and Rescue | 3
EMS 353 | Paramedic Field Internship | 10
EMS 360 | Wilderness EMS - Man Tracking 1 | 1
EMS 362 | Wilderness EMS - Man Tracking 2 | 1
EMS 378 | Wilderness EMS - EMT Wilderness Transition | 2.5
EMS 388 | Wilderness EMS - Searching with Canine (K-9) Teams | 2.5
ENV 338 | Land Navigation | 1.5
WFT 302 | Basic Incident Command System (I-200) | .5

EMERGENCY MEDICAL SERVICES:
EMERGENCY MEDICAL TECHNICIAN 1 (BASIC)
(Certificate of Accomplishment)

The first phase of training in the emergency medical career structure, covering all techniques of pre-hospital emergency medical care presently considered within the responsibilities of Emergency Medical Technician 1 (Basic), as well as all operational aspects of the job which technicians are expected to perform. Special content of the course is based on the guidelines and authority of Title 22, Division 9, of the California Code of Regulations, as well as the U.S. Department of Transportation Emergency Medical Technician-Basic Standard National Curriculum. Students desiring state certification as an Emergency Medical Technician 1 (Basic) must complete 16 hours of emergency room and ambulance clinical observation time beyond the course requirements.

Ambulance attendants are required to possess a certificate issued by an educational agency approved by the County Department of Health Safety. The certificate is obtained upon completion of this approved program.

The graduate of the certificate program in emergency medical technician 1 (basic) 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 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 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.
- 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.
- Identify the state and federal requirements for becoming a certified EMT-1 Basic.
A total of 5.5 units is required for the certificate.

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<td>EMS 301</td>
<td>Emergency Medical Technician 1 (Basic)</td>
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<tr>
<td>EMS 306</td>
<td>CPR for Healthcare Providers</td>
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**EMERGENCY MEDICAL SERVICES: PARAMEDIC TRAINING**

(Certificate of Achievement)

The paramedic program is a one-year, three-part curriculum designed to provide Emergency Medical Services, Fire Technology and Environmental Technology students with additional training in advanced life-support patient care. Upon successful completion of the program, the student is eligible to sit or the practical and written examinations of the Paramedic National Registry, which is recognized by California for state licensure as an Emergency Medical Technician-Paramedic.

The graduate of the certificate program in paramedics will:

- An understanding of EMS knowledge necessary to function in a healthcare setting.
- An understanding of general medical knowledge necessary to function in a healthcare setting.
- An ability to collect data from charts and patients.
- An ability to interpret patient data.
- An ability to recommend appropriate diagnostic and therapeutic procedures.
- An ability to use sound judgment while functioning in a healthcare setting.
- An ability to perform a broad range of clinical skills.
- An ability to perform patient assessment.
- An ability to perform therapeutic procedures and modalities.
- An ability to perform and interpret diagnostic procedures.
- An ability to communicate effectively in a healthcare setting.
- An ability to conduct oneself in an ethical and professional manner.
- An ability to manage time effectively while functioning in a healthcare setting.
- An ability to use critical thinking skills to assess and treat patients in emergency settings.

A total of 29 units is required for the certificate.

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<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 303</td>
<td>Paramedic Prep</td>
<td>1.5</td>
</tr>
<tr>
<td>EMS 333</td>
<td>Paramedic Theory</td>
<td>10</td>
</tr>
<tr>
<td>EMS 343</td>
<td>Paramedic Clinical Laboratory</td>
<td>7.5</td>
</tr>
<tr>
<td>EMS 353</td>
<td>Paramedic Field Internship</td>
<td>10</td>
</tr>
</tbody>
</table>

The following Emergency Medical Services certificates prepare students who have successfully completed or who are concurrently enrolled in EMS class for entry-level employment or provide skills needed to maintain job-related skills necessary for continued employment.

**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, and 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.
- Identify the state and federal requirements for becoming a certified EMT-1 Basic.

A total of 8 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE 341</td>
<td>Emergency Vehicle Operations -Non-Law Enforcement</td>
<td>1</td>
</tr>
<tr>
<td>EMS 302</td>
<td>EMS Academy 1B (Advanced)</td>
<td>7</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.
- Describe 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 matter, and b) organizing appropriate scene response, scene size up, initial assessment, focused assessment, detailed assessment and appropriate medical care of clients of various ages.

A total of 1.5 – 2 units is required for 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>
<tr>
<td>or</td>
<td>EMS 410</td>
<td>(Basic Skills Refresher Module A)</td>
</tr>
<tr>
<td></td>
<td>EMS 411</td>
<td>(Basic Skills Refresher Module B)</td>
</tr>
<tr>
<td></td>
<td>EMS 412</td>
<td>(Basic Skills Refresher Module C)</td>
</tr>
<tr>
<td></td>
<td>EMS 413</td>
<td>(Basic Skills Refresher Module D)</td>
</tr>
</tbody>
</table>

**EMERGENCY MEDICAL SERVICES**

**ADVANCED CARDIAC LIFE SUPPORT**

(Certificate of Accomplishment)

The graduate of the certificate program in advanced 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.
DEGREES & CERTIFICATES

- 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.

A total of 3 units is required for the certificate.

COURSE NUMBER | TITLE | UNITS
--- | --- | ---
EMS 309 | Basic Trauma Life Support | 1
EMS 321 | Advanced Cardiac Life Support | 1
EMS 322 | Pediatric Advanced Life Support | 1

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.

A total of .5 units is required for the certificate.

COURSE NUMBER | TITLE | UNITS
--- | --- | ---
EMS 461 | First Responder Update | .5

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 | TITLE | UNITS
--- | --- | ---
Required core courses (20 units):
CHEM 150 | General Chemistry 1 | 5
MATH 182 | Calculus 2 | 5
PHYS 161 | Engineering Physics 1 | 5
PHYS 162 | Engineering Physics 2 | 5
or
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 161 | Materials Science | 3
and
ENGR 162 | Materials Science Lab | 1
ENGR 170 | Electric Circuit Analysis | 3
and
ENGR 171 | Electric Circuit Lab | 1
ENGR 172 | Circuits and Devices | 4
and
ENGR 173 | Circuits and Devices Lab | 1

Category B - Engineering Support
CHEM 151 | General Chemistry 2 | 5
CS 111 | Fundamentals of Programming 1 | 4
or
CS 175 | Object-Oriented Programming | 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
or
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.

The graduate of the AS program in engineering technology will:

- Develop graphic communication skills including orthographic projection; detail and assembly drawings; auxiliaries; sections; dimensioning; and surface development.
- Be able to use computer-aided drafting and design CADD software to create, modify, delete, transfer, and plot graphic files used to produce complete engineering drawings.
- Develop familiarity with the principles and application of engineering drawing, including, freehand sketching, pictorial drawings, engineering lettering, dimensioning, sections, auxiliary, surface finish, standard and geometric tolerancing, threads, and fasteners.
- Develop the ability to use advanced technical drawing techniques on a CAD system to solve design component problems requiring details and assemblies.

A major of 24 units is required for the associate in science degree.
The graduate of the certificate program in engineering drafting will:

- Develop graphic communication skills including orthographic projection; detail and assembly drawings; auxiliaries; sections; dimensioning; and surface development.
- Become familiar with 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.
- Develop familiarity with the principles of physical geology including the identification of rocks and minerals.
- Become familiar with topographical and geological maps.
- Become familiar with land forms and structures and develop the ability to use these principles to solve engineering problems.

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

### COURSE NUMBER TITLE UNITS
CS 111 Fundamentals of Programming 1 4
ET 100 Computer Aided Drafting and Design 3
ET 140 Engineering Drawing 3
ET 145 Advanced Engineering Drawing 3
ET 330 Print Reading and Interpretation 3
PHYS 141 General Physics 1 4
PHYS 142 General Physics 2 4

### ENGINEERING TECHNOLOGY: CIVIL ENGINEERING (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.

The graduate of the AS program in civil engineering will:

- Develop familiarity with 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.
- Develop graphic communication skills including orthographic projection; detail and assembly drawings; auxiliaries; sections; dimensioning; and surface development.
- Become familiar with the origin, nature and application of the fundamental concepts and principles of physics and its application to the field of civil engineering technology.
- Become familiar with the principles of physical geology including the identification of rocks and minerals.
- Be able to interpret topographical and geological maps.
- Become familiar with land forms and structures and develop the ability to use these principles to solve engineering problems.

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

### COURSE NUMBER TITLE UNITS
ARCH 111 Architectural Graphics 3
ARCH 121 Architectural Drawing 1 4
ARCH 122 Architectural Drawing 2 4
ET 189 Independent Projects in Engineering Technology 3

### ENGINEERING TECHNOLOGY: MECHANICAL DRAFTING (Certificate of Accomplishment)
The certificate in mechanical drafting is intended to prepare students for employment (or to transfer to a university) with a strong background in the mechanical areas of drawing, while also becoming a skilled operator of a CADD system.

The graduate of the certificate program in mechanical drafting will:

- Develop graphic communication skills including orthographic projection; detail and assembly drawings; auxiliaries; sections; dimensioning; and surface development.
- Be able to use computer-aided drafting and design CADD software to create, modify, delete, transfer, and plot graphic files used to produce complete engineering drawings.
- Develop familiarity with principles and application of engineering drafting, including, freehand sketching, pictorial drawings, engineering lettering, dimensioning, sections, auxiliary, surface finish, standard and geometric tolerancing, threads, and fasteners.
- Develop the ability to use engineering handbooks, ordinances, codes and incorporate such regulations with engineering design and production decisions.
- Develop the ability to read engineering drawings and specifications.
- Develop the ability to understand the intent of the engineer by interpreting the relationship of the two-dimensional drawings with respect to the actual objects or projects.

A total of 15 units is required for the certificate.

### COURSE NUMBER TITLE UNITS
ET 100 Computer Aided Drafting and Design 3
ET 140 Engineering Drawing 3
ET 145 Advanced Engineering Drawing 3
ET 330 Print Reading and Interpretation 3

Plus a minimum of 3 units selected from the following:

ARCH 111 Architectural Graphics 3
ARCH 121 Architectural Drawing 1 4
ARCH 122 Architectural Drawing 2 4
ET 189 Independent Projects in Engineering Technology 3

### ENGINEERING TECHNOLOGY w/EMPHASIS IN MECHATRONICS (A.S. & Certificate of Achievement)
The associate in science degree or certificate option offers students a comprehensive program of study in the software, electronics, and 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 electronics 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.

### COURSE NUMBER TITLE UNITS
CS 111 Fundamentals of Programming 1 4
EL 125 Digital Devices and Circuits 3
EL 126 Digital Devices and Circuits Lab 3
EL/CE/ET 104 Introduction to Robotics and Mechatronics 3
EL 111 Fundamentals of DC Circuit Analysis 1.5
EL 112 Fundamentals of DC Circuit Analysis Lab 1
EL 113 Fundamentals of AC Circuit Analysis 1.5
EL 114 Fundamentals of AC Circuit Analysis Lab 1
EL 122 Electronic Devices and Circuits 3
EL 123 Electronic Devices and Circuits Lab 2
ET 140 Engineering Drawing 3
EL 146 Electronic Product Design, Fabrication & Documentation 2
MT 109 Survey of Machining 4
MT 330 Print Reading and Interpretation 3
EL 306 Layout and Fabrication Interpretation 3
SP 128 Materials and Processes 3

Plus a minimum of 15 units selected from the following:

CS 175 Object-Oriented Programming 3
EL 105 PC Preventive Maintenance & Upgrade 3
or
EL 320  A+ Certification  2
EL 106  Networking Essentials 1  3
EL 107  Networking Essentials 2  3
ET 100  Computer Aided Drafting and Design  3
PHSC 111  Matter, Energy and Molecules  4
or
PHYS 100  Concepts in Physics  3
PHYS 110  Introductory Physics  3
SP 104  Quality Management Control and Safety  3
WLDT 106  Beginning Welding  3
WLDT 107  Advanced Welding  3
WLDT 307  G.M.A.W. Welding  3
or
WLDT 308  T.I.G. Welding  3
WLDT 315  Metal Fabrication  4

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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>ENGL 102</td>
<td>Freshman Composition: Literature</td>
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</tr>
<tr>
<td></td>
<td>Required core course (3 units):</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plus a minimum of 9 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>ENGL 130</td>
<td>American Literature of the 19th Century</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 131</td>
<td>American Literature of the 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 145</td>
<td>English Literature to 1800</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 146</td>
<td>English Literature 1800 to Present</td>
<td>3</td>
</tr>
<tr>
<td>(Any of the above courses not taken to meet the above requirement may be included among the selected units.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plus a minimum of 9 units selected from the following:</td>
<td></td>
</tr>
<tr>
<td>ENGL 104</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 110</td>
<td>Grammar for College &amp; Career</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 105</td>
<td>Language &amp; Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 106</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 107</td>
<td>Literary Arts Journal 1</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 108</td>
<td>Literary Arts Journal 2</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 132</td>
<td>Literature and Film</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 133</td>
<td>Modern Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 135</td>
<td>Introduction to Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 138</td>
<td>Introduction to Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 139</td>
<td>Ideas of Difference in Contemporary American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 144</td>
<td>Literature: The Ancient and Classical World</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 148</td>
<td>Hispanic Literature in Translation</td>
<td>3</td>
</tr>
</tbody>
</table>

ENTREPRENEURSHIP (A.S.)
The objective of the A.S. Degree in Entrepreneurship is to help students obtain the comprehensive knowledge and skills necessary to become a successful entrepreneur. Both theoretical concepts and application of theory will be provided. The program will prepare students to start and operate a business by helping them to develop innovative ideas, evaluate business opportunities, write a business plan for a business startup, and promote an existing business. Students will develop an understanding of the complex tasks faced by individuals starting and sustaining a small business.

A graduate of the AS program in entrepreneurship 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.

A major of 36 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>Semester 1 (Fall) Required Courses (9 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 102</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CBOT/CBIS 337</td>
<td>Presentation Design PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 101</td>
<td>Introduction to Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>Semester 2 (Spring) Required Courses (9 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 106</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Business Law: Contracts and Sales</td>
<td>3</td>
</tr>
<tr>
<td>CBOT 333</td>
<td>Business Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>Semester 3 (Fall) Required Courses (9 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 390</td>
<td>Business Entrepreneurship Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 111</td>
<td>Internet Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 102</td>
<td>Entrepreneurship Projects</td>
<td>3</td>
</tr>
<tr>
<td>Semester 4 (Spring) Required Courses (9 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 100</td>
<td>Accounting for Entrepreneurs</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></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>ENTR 103</td>
<td>New Venture Laboratory</td>
<td>3</td>
</tr>
</tbody>
</table>

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT (Certificate of Achievement)
The certificate of accomplishment in entrepreneurship and small business management is designed to help students gain the basic knowledge and skill necessary to become a successful entrepreneur. It provides foundation courses to prepare students to start and operate a small business.

The graduate of the certificate 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.

A total of 17.5 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 (Fall) Required Courses (10 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 302</td>
<td>Essentials of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 303</td>
<td>Sales and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 366</td>
<td>Promoting a Small Business</td>
<td>.5</td>
</tr>
<tr>
<td>BUS 377</td>
<td>Managing Service Quality</td>
<td>.5</td>
</tr>
<tr>
<td>ENTR 101</td>
<td>Introduction to Entrepreneurship</td>
<td>3</td>
</tr>
</tbody>
</table>
ENVIROSMENTAL 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 principal 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/wastewater 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 |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>90</td>
<td></td>
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</tbody>
</table>

**Required core courses (30 units):**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 100</td>
<td>Any four-unit biology course</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 120</td>
<td>Humans and the Environment</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 101</td>
<td>Any four-unit chemistry course</td>
<td>4</td>
</tr>
<tr>
<td>ENV 101</td>
<td>Introduction to Environmental Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENV 120</td>
<td>Hazardous Materials-General Site Worker</td>
<td>2</td>
</tr>
<tr>
<td>ENV 121</td>
<td>Hazardous Materials-Site Supervisor</td>
<td>1</td>
</tr>
<tr>
<td>ENV 122</td>
<td>Identification &amp; Assessment of Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENV 123</td>
<td>Industrial Safety</td>
<td>1</td>
</tr>
<tr>
<td>ENV 124</td>
<td>Monitoring and Sampling</td>
<td>2</td>
</tr>
<tr>
<td>ENV 125</td>
<td>Respiratory Protection-Administration</td>
<td>0.5</td>
</tr>
<tr>
<td>ENV 126</td>
<td>First Responder Operational</td>
<td>1</td>
</tr>
<tr>
<td>ENV 127</td>
<td>First Aid for HazMat Workers</td>
<td>1.5</td>
</tr>
<tr>
<td>ENV 128</td>
<td>Hazardous Waste Minimization and Emissions Reduction</td>
<td>1</td>
</tr>
</tbody>
</table>

For degree purposes, the natural science general education requirement will have been met by the major.

**Recommended elective:**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENV 129</td>
<td>Special Topics in ENVT</td>
<td>0.5-3</td>
</tr>
</tbody>
</table>

### COURSE NUMBER | TITLE | UNITS |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>ENV 130</td>
<td>Hazardous Materials-General Site Worker</td>
<td>2</td>
</tr>
<tr>
<td>ENV 131</td>
<td>Hazardous Materials-Site Supervisor</td>
<td>1</td>
</tr>
<tr>
<td>ENV 132</td>
<td>Identification &amp; Assessment of Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENV 133</td>
<td>Industrial Safety</td>
<td>1</td>
</tr>
<tr>
<td>ENV 134</td>
<td>Monitoring and Sampling</td>
<td>2</td>
</tr>
<tr>
<td>ENV 135</td>
<td>Respiratory Protection-Administration</td>
<td>0.5</td>
</tr>
<tr>
<td>ENV 136</td>
<td>First Responder Operational</td>
<td>1</td>
</tr>
<tr>
<td>ENV 137</td>
<td>First Aid for HazMat Workers</td>
<td>1.5</td>
</tr>
<tr>
<td>ENV 138</td>
<td>Hazardous Waste Minimization and Emissions Reduction</td>
<td>1</td>
</tr>
<tr>
<td>ENV 139</td>
<td>Hazardous Materials and Hazardous Waste Permitting</td>
<td>1</td>
</tr>
<tr>
<td>ENV 140</td>
<td>Air and Water Pollution Permitting and Compliance</td>
<td>2</td>
</tr>
</tbody>
</table>

For degree purposes, the natural science general education requirement will have been met by the major.

**Recommended elective:**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENV 141</td>
<td>Special Topics in ENVT</td>
<td>0.5-3</td>
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### COURSE NUMBER | TITLE | UNITS |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ENV 142</td>
<td>Hazardous Materials-General Site Worker</td>
<td>2</td>
</tr>
<tr>
<td>ENV 143</td>
<td>Hazardous Materials-Site Supervisor</td>
<td>1</td>
</tr>
<tr>
<td>ENV 144</td>
<td>Identification &amp; Assessment of Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>ENV 145</td>
<td>Industrial Safety</td>
<td>1</td>
</tr>
<tr>
<td>ENV 146</td>
<td>Monitoring and Sampling</td>
<td>2</td>
</tr>
<tr>
<td>ENV 147</td>
<td>Respiratory Protection-Administration</td>
<td>0.5</td>
</tr>
<tr>
<td>ENV 148</td>
<td>First Responder Operational</td>
<td>1</td>
</tr>
<tr>
<td>ENV 149</td>
<td>First Aid for HazMat Workers</td>
<td>1.5</td>
</tr>
<tr>
<td>ENV 150</td>
<td>Hazardous Waste Minimization and Emissions Reduction</td>
<td>1</td>
</tr>
<tr>
<td>ENV 151</td>
<td>Hazardous Materials and Hazardous Waste Permitting</td>
<td>1</td>
</tr>
<tr>
<td>ENV 152</td>
<td>Air and Water Pollution Permitting and Compliance</td>
<td>2</td>
</tr>
</tbody>
</table>

For degree purposes, the natural science general education requirement will have been met by the major.
FAMILY AND CONSUMER SCIENCES GENERAL
(A.S.)
The associate degree program in Family and Consumer Sciences (FCS), general option, prepares students to transfer to teacher education or career pathway programs at four-year schools and for productive family living and wise consumer decisions. Employment opportunities are as high school family and consumer sciences teachers or to work in businesses and agencies serving families. Students synthesize scientific and artistic information with regards to sociological and cultural perspective to make lifestyle changes that improve their quality of life.

The graduate of the AS program in family consumer sciences -
- general 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>
</tr>
</thead>
<tbody>
<tr>
<td>BUS/ECON/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FCS 130</td>
<td>Consumer and Family Finance</td>
<td>3</td>
</tr>
<tr>
<td>FCS/CA 120</td>
<td>Principles of Foods 1</td>
<td>4</td>
</tr>
<tr>
<td>FCS/CA 123</td>
<td>Principles of Foods 2</td>
<td>2</td>
</tr>
<tr>
<td>FCS 139</td>
<td>Textiles</td>
<td>3</td>
</tr>
<tr>
<td>FCS 140</td>
<td>Apparel Construction</td>
<td>2</td>
</tr>
<tr>
<td>FSN 110</td>
<td>Nutrition Science</td>
<td>3</td>
</tr>
</tbody>
</table>

3 units selected from the following based on the university you are transferring to:

| FCS 138       | Personal and Professional Apparel Selection | 3     |
| ECS 100       | Child Growth and 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. 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.
- Apply clothing design principles to construct and present a fashion design.
- Differentiate historic fashion concepts with current design trends and present portfolio.

Required core courses (16 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110</td>
<td>Design 1</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ART 108</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ART 120</td>
<td>3</td>
</tr>
<tr>
<td>FCS 137</td>
<td>Fashion Industry and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>FCS 138</td>
<td>Professional and Personal Apparel Selection</td>
<td>3</td>
</tr>
<tr>
<td>FCS 139</td>
<td>Textiles</td>
<td>3</td>
</tr>
<tr>
<td>FCS 140</td>
<td>Apparel Construction</td>
<td>4</td>
</tr>
<tr>
<td>FCS 144</td>
<td>Historic Fashion/Costume</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended electives:

| FCS 131       | Life Management              | 3     |
| FCS 199       | Special Topics in Family and Consumer Science (related to Fashion Studies) | .5-3 |

FAMILY AND CONSUMER SCIENCES:
FASHION MERCHANDISING
(Certificate of Accomplishment)
The certificate program in fashion merchandising prepares students for immediate employment and to transfer to universities and technical schools of fashion and costume design. 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 store buyer or manager, fashion consultant, fashion promotion and sales representatives.

The graduate of the certificate program in fashion merchandising 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 in class portfolio.
- Analyze textile characteristics for sensory appeal and present project.
- Differentiate historic fashion concepts with current design trends and display in portfolio.
- Apply all fashion merchandising principles in a work setting.

A total of 16 units is required for the certificate.

Required core courses (16 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 103</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>FCS 137</td>
<td>Fashion Industry and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>FCS 138</td>
<td>Professional and Personal Apparel Selection</td>
<td>3</td>
</tr>
<tr>
<td>FCS 139</td>
<td>Textiles</td>
<td>3</td>
</tr>
<tr>
<td>FCS 144</td>
<td>Historic Fashion/Costume</td>
<td>3</td>
</tr>
<tr>
<td>FCS 149</td>
<td>Cooperative Work Experience: Occupational (related to Fashion Merchandising)</td>
<td>1</td>
</tr>
</tbody>
</table>

Recommended electives:

| BUS 102       | Marketing                    | 3     |
| BUS 377       | Managing Service Quality     | .5    |
| BUS 378       | Effective Sales Methods      | .5    |
| BUS 380       | Marketing Strategies         | .5    |
| CBIS 101      | Computer Concepts and Applications | 3 |
| FCS 131       | Life Management              | 3     |
### 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, interior 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 design effect.
- 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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 102</td>
<td>Marketing 3</td>
</tr>
<tr>
<td>BUS 103</td>
<td>Advertising 3</td>
</tr>
<tr>
<td>FCS 137</td>
<td>Fashion Industry and Marketing 3</td>
</tr>
<tr>
<td>FCS 139</td>
<td>Textiles 3</td>
</tr>
<tr>
<td>FCS 170</td>
<td>Interior Design 3</td>
</tr>
<tr>
<td>FCS 171</td>
<td>Interior Design Materials 3</td>
</tr>
<tr>
<td>ART 110</td>
<td>Design 1 3</td>
</tr>
<tr>
<td>ART 108</td>
<td>Design 1 on the Computer 3</td>
</tr>
<tr>
<td>ART 112</td>
<td>Design Color Theory 3</td>
</tr>
<tr>
<td>ART 113</td>
<td>Three Dimensional Design 3</td>
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<tr>
<td>ARCH 121</td>
<td>Architectural Drawing 1 4</td>
</tr>
<tr>
<td>BUS 106</td>
<td>Small Business Management 3</td>
</tr>
<tr>
<td>CBIS 101</td>
<td>Computer Concepts and Applications 3</td>
</tr>
<tr>
<td>FCS 131</td>
<td>Life Management 3</td>
</tr>
<tr>
<td>FCS 149</td>
<td>Cooperative Work Experience: Occupational 1 (related to Interior Design Merchandising)</td>
</tr>
<tr>
<td>FCS 199</td>
<td>Special Topics in Family and Consumer Science 0.5-3 (related to Interior Design Merchandising)</td>
</tr>
</tbody>
</table>

### 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 36 units is required for the associate in science degree and certificate of achievement.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 105</td>
<td>Film and Television Writing 1 3</td>
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</tr>
<tr>
<td>FILM 110</td>
<td>Introduction to Motion Picture and Video Production 4</td>
<td></td>
</tr>
<tr>
<td>FILM 111</td>
<td>Intermediate Motion Picture and Video Production 4</td>
<td></td>
</tr>
<tr>
<td>MMAC 125</td>
<td>Computer Video Editing 3</td>
<td></td>
</tr>
<tr>
<td>MMAC 126</td>
<td>Intro to Motion Graphics 3</td>
<td></td>
</tr>
<tr>
<td>PHTO 110</td>
<td>Basic Photography 3</td>
<td></td>
</tr>
<tr>
<td>FILM 101</td>
<td>Film as Art and Communication 3</td>
<td></td>
</tr>
<tr>
<td>FILM 107</td>
<td>History of World Cinema 3</td>
<td></td>
</tr>
</tbody>
</table>

Plus a minimum of 13 units selected from the following:
- FILM 102 Hollywood and the American Film 3
- FILM 103 Contemporary Latin American Cinema 3
- FILM 106 Film and Television Writing 2 3
- FILM 112 Studio Production 4
- ART/MMAC 115 Introduction to Animation 3
- FILM 120 Introduction to Sound Recording and Mixing 3
- FILM 121 Sound Production Techniques 3
- FILM 123 Directing for the Camera 2
- MMAC 127 Digital Video Post-Production 3
- FILM 189 Independent Projects 1-3
- FILM 386 Film Festival Production 2
- GRPH 111 Digital Imagery Lab 1
- GRPH 112 Digital Imagery 3
- MMAC 101 Introduction to Multimedia 2
- MMAC 102 Introduction to Multimedia Lab 1

### 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 firefighter hiring. The student will be able to describe the following elements: application process, written exam process; physical agility exam, oral interview, chief’s interview; background investigation; and firefighter probationary process. Students will identify fire service history, culture and diversity.
- Describe the following elements: application process; written exam process; physical agility exam, oral interview, chief’s interview; background investigation; and firefighter 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 firefighter safety including: size-up, report on conditions, Incident Command System; RECEO; 10 Standard Firefighting Orders; 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
DEGREES & CERTIFICATES

DEGREES & CERTIFICATES

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 33 units is required for the associate in science degree and the certificate

### COURSE

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>FT 101</td>
<td>Fire Protection Organization</td>
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<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>
</tr>
<tr>
<td>FT 105</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FT 106</td>
<td>Principles of Fire &amp; Emergency Services Survival</td>
<td>3</td>
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</tbody>
</table>

Plus a minimum of 15 units selected from the following:

- FT 307 Firefighter Academy 1A 6
- FT 308 Firefighter Academy 1B 6
- EMS 301 Emergency Medical Technician 1 5
- FT 320 Fire Command 1A 2
- FT 321 Fire Command 1B 2
- FT 322 Fire Prevention 1A 2
- FT 323 Fire Prevention 1B 2
- FT 324 Instructor Training 1A 2
- FT 325 Instructor Training 1B 2
- FT 326 Fire Management 1 2
- FT 327 Fire Investigation 1 2
- FT 332 Fire Command 1C 2
- FT 341 Fire Hydraulics 3
- FT 149 Cooperative Work Experience: Occupational (related to Fire Technology)

### FIRE TECHNOLOGY: FIREFIGHTER ACADEMY

(Certificate of Accomplishment)

The graduate of the certificate program in firefighter academy will:

- Define fire department organization and culture and the expectations of entry-level fire department personnel.
- Demonstrate knowledge of fire department equipment through the selection and application of equipment for given firefighting tasks.
- Analyze and assess firefighter hazards inherent to the profession.
- Demonstrate the ability to communicate effectively through multiple methods of communication including: written, electronic, face to face and radio-transmitted messages.
- Demonstrate knowledge of firefighting methods and the application of the Emergency Command System.
- Demonstrate safe practices by using minimum standard safety procedures.

A total of 12 units is required for the certificate.

### GLOBAL STUDIES (A.A.)

Global 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 Global 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 inter-national/global studies.

The graduate of the AA program in global studies will:

- Analyze important globalizing trends and their impact on 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 34 units is required for the associate in arts degree.

### COURSE

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>GBST101</td>
<td>Introduction to Global Studies</td>
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<tr>
<td>GBST141</td>
<td>Global Economics</td>
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<tr>
<td>ECON102</td>
<td>Principles of Economics: Micro Economics</td>
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</tr>
<tr>
<td>GEOG103</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST/HUM102</td>
<td>World Civilizations Since 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST/HUM105</td>
<td>Western Civilizations Since 1650</td>
<td>3</td>
</tr>
<tr>
<td>POLS104</td>
<td>Introduction to International Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus 6 units selected from the following:

- ANTH102 Introduction to Cultural Anthropology | 3
- BUS140 Survey of International Business | 3
- ECON101 Principles of Economics: Macro Economics | 3
- PHIL121 Religions of the Modern World | 3
- POLS101 Introduction to Political Science | 3

A major of 10 units of French or Italian or Spanish selected from the following:

- FRCH101 Elementary French | 5
- FRCH102 Elementary French | 5
- ITAL101 Elementary Italian | 5
- ITAL102 Elementary Italian | 5
- SPAN101 Elementary Spanish | 5
- SPAN102 Elementary Spanish | 5
- SPAN103 Intermediate Spanish | 5
- SPAN104 Intermediate Spanish | 5
- SPAN110 Introduction to Conversation in Spanish | 2
- SPAN111 Intermediate Spanish Conversation | 2

Recommended elective: A second year foreign language
HUMAN SERVICES: GENERAL
(A.S. & Certificate of Achievement)
The associate degree/certificate program is for students preparing for or advancing their careers in social services, including those who plan to transfer to a four-year university and pursue a course of studies leading to a masters in social work and licensure as a clinical social worker. Students may go to work in a social services agency upon completing this certificate or associate degree, or they may use it as a foundation for further study. The general course of study offers future career flexibility because graduates are not committed to a specialty area (such as addiction studies).

The associate degree/certificate program in human services – general will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the general human or social service field. 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, non-possessive 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.

COURSE NUMBER TITLE UNITS

Required core courses (22 units):

<table>
<thead>
<tr>
<th>FCS 131</th>
<th>Life Management</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSV 101</td>
<td>Becoming a Helping Professional</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 102</td>
<td>Case Management of Diverse Clients</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 103</td>
<td>Basic Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 105</td>
<td>Practicum Seminar</td>
<td>2</td>
</tr>
<tr>
<td>or</td>
<td>HUSV 121</td>
<td>Fieldwork Supervision-Human Services</td>
</tr>
<tr>
<td></td>
<td>HUSV 106</td>
<td>Family Systems, Addiction and Trauma</td>
</tr>
<tr>
<td></td>
<td>HUSV 108</td>
<td>Crisis Intervention Strategies</td>
</tr>
<tr>
<td></td>
<td>HUSV 120</td>
<td>Human Services Practicum</td>
</tr>
</tbody>
</table>

Plus a minimum of 6 units selected from the following:

| HUSV 104 | Group Dynamics | 3 |
| HUSV 107 | Serving Culturally Diverse Clients | 3 |
| HUSV 110/ | SOC 106/ | | |
| PSY 106 | Alcohol, Drugs, and Addiction | 3 |
| PSY 112 | Human Sexuality | 3 |
| PSY 118 | Human Development-Lifespan | 3 |

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, non-possessive 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.
- 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)

<table>
<thead>
<tr>
<th>FCS 131</th>
<th>Life Management</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSV 101</td>
<td>Becoming a Helping Professional</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 102</td>
<td>Case Management of Diverse Clients</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 103</td>
<td>Basic Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 104</td>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 105</td>
<td>Practicum Seminar</td>
<td>2</td>
</tr>
<tr>
<td>or</td>
<td>HUSV 131</td>
<td>Fieldwork Supervision-Addiction Studies</td>
</tr>
</tbody>
</table>

| HUSV 106 | Family Systems, Addiction and Trauma | 3 |
| HUSV 108 | Crisis Intervention Strategies | 3 |
| HUSV 120 | Human Services Practicum | 2 |
HUMAN SERVICES: FAMILY STUDIES (Certificate of Achievement)

This certificate program is designed for individuals who work with or are concerned about families and/or children in contemporary society. Students will receive both a solid grounding in family related issues and practical guidelines and skills necessary for effective interventions. This program of study is especially useful for individuals interested in becoming parenting educators.

The graduate of the certificate program in family studies will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the human or social service field that involve families and children. 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 and their families, 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, non-possessive 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 total of 31 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCS 131</td>
<td>Life Management</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 101</td>
<td>Becoming a Helping Professional</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 102</td>
<td>Case Management of Diverse Clients</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 103</td>
<td>Basic Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 106</td>
<td>Family Systems, Addiction and Trauma</td>
<td>3</td>
</tr>
</tbody>
</table>

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, non-possessive 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 total of 47-49 units is required for the certificate.
Required core courses (4446 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCS 131</td>
<td>Life Management</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 101</td>
<td>Becoming a Helping Professional</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 102</td>
<td>Case Management of Diverse Clients</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 103</td>
<td>Basic Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 104</td>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 106</td>
<td>Family Systems, Addiction and Trauma</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 105</td>
<td>Practicum Seminar</td>
<td>2</td>
</tr>
<tr>
<td>or HUSV 141</td>
<td>Fieldwork Supervision – Co-occurring Disorders</td>
<td>2</td>
</tr>
<tr>
<td>HUSV 108</td>
<td>Crisis Intervention Strategies</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 110/111</td>
<td>Alcohol, Drugs, and Addiction</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 113</td>
<td>Addiction Treatment and Recovery</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 130</td>
<td>Addiction Studies Practicum</td>
<td>2-4</td>
</tr>
<tr>
<td>HUSV/PSY 132</td>
<td>Drugs, the Brain and the Body</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 140</td>
<td>Co-occurring Disorders Practicum</td>
<td>2</td>
</tr>
<tr>
<td>HUSV/PSY 142</td>
<td>Co-occurring Disorders: Concepts and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>HUSV/PSY 143</td>
<td>Co-occurring Disorders: Management and Treatment</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>FCS/FSN 112</td>
<td>Nutrition, Weight Management, and Eating Disorders</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 107</td>
<td>Serving Culturally Diverse Clients</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 113</td>
<td>Women and Addiction</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>HUSV 122</td>
<td>States of Consciousness</td>
<td>3</td>
</tr>
</tbody>
</table>

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 services 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 non-profit 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 empathetically 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, non-possessive 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 total of 15 units is required for the certificate.

Required core courses (15 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</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>FCS 131</td>
<td>Life Management</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 101</td>
<td>Becoming a Helping Professional</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 102</td>
<td>Case Management of Diverse Clients</td>
<td>3</td>
</tr>
</tbody>
</table>

HUMAN SERVICES: FAMILY SERVICES WORKER 2 (Certificate of Accomplishment)

A total of 7 selected from the following courses is required for the certificate.

Required core courses (7 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSV 106</td>
<td>Family Systems, Addiction and Trauma</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 105</td>
<td>Practicum Seminar</td>
<td>2</td>
</tr>
<tr>
<td>or HUSV 161</td>
<td>Fieldwork Supervision – Family Services Worker 2</td>
<td>2</td>
</tr>
<tr>
<td>HUSV 160</td>
<td>Family Services Worker 2 Practicum</td>
<td>2</td>
</tr>
</tbody>
</table>

HUMAN SERVICES: FAMILY SERVICES WORKER 3 (Certificate of Accomplishment)

A total of 9 units selected from the following courses is required for the certificate.

Required core courses (9 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSV 106</td>
<td>Family Systems, Addiction and Trauma</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 105</td>
<td>Practicum Seminar</td>
<td>2</td>
</tr>
<tr>
<td>or HUSV 161</td>
<td>Fieldwork Supervision – Family Services Worker 2</td>
<td>2</td>
</tr>
<tr>
<td>HUSV 160</td>
<td>Family Services Worker 2 Practicum</td>
<td>2</td>
</tr>
</tbody>
</table>

HUMAN SERVICES: SPECIALIZED HELPING APPROACHES (Certificate of Accomplishment)

A total of 15 units is required for the certificate.

Required core courses (15 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECS 105</td>
<td>Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>ECS 112</td>
<td>Preschool Special Needs Child</td>
<td>3</td>
</tr>
<tr>
<td>FCS/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>HUSV 103</td>
<td>Basic Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 107</td>
<td>Serving Culturally Diverse Clients</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 108</td>
<td>Crisis Intervention Strategies</td>
<td>3</td>
</tr>
<tr>
<td>PSY 118</td>
<td>Human Development Lifespan</td>
<td>3</td>
</tr>
</tbody>
</table>

LAW ENFORCEMENT: BASIC LAW ENFORCEMENT ACADEMY (Certificate of Accomplishment)

39 hours lecture, 9.5 hours lab weekly. (Total: 777 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 broad range of law enforcement skills including, but not limited to, proficiency with firearms, high speed driving, martial arts/arrest and control techniques and practical field problem scenarios.
- 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.
- Develop and demonstrate the ability to recite, on demand, all the State of California vehicle, penal, health and safety codes, and other federal and state codes as deemed necessary.
- Develop and demonstrate a high level of integrity, maturity, emotional control and moral character as required of a California peace officer.

Completion of Law Enforcement 320 meets the requirements necessary to obtain a certificate of accomplishment.

A total of 20 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE 320</td>
<td>Basic Law Enforcement Academy</td>
<td>20</td>
</tr>
</tbody>
</table>

LIBERAL ARTS (Non-transfer)
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: ARTS & HUMANITIES (A.A.) (Non-transfer)
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 and 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 liberal arts (non transfer) – arts and humanities 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.

LIBERAL ARTS: MATHEMATICS & SCIENCE (A.A.) (Non-transfer)
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 liberal arts (non transfer) - mathematics & sciences will:
- Demonstrate an ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking of others.
- Students will develop the set 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.

LIBERAL ARTS: SOCIAL & BEHAVIORAL SCIENCES (A.A.) (Non Transfer)
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 liberal arts (non transfer) – social & behavioral sciences 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.

LIBERAL ARTS (A.A.) (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 your educational goal. Students should consult with a counselor to determine which general education pattern is appropriate.
- 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.) (Transfer Option)
Courses emphasize the study of cultural, literary and 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 liberal arts (transfer) – arts & humanities will:
- Develop an appreciation of the beauty and values that have shaped and enriched our culture.
• Understand 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.

• Develop an appreciation for the importance of art in society, to recognize the way art can affect and/or reflect cultural, political and humanistic issues.

• Develop an individual aesthetic sensitivity.

• Understand the interrelationship between the creative arts, the humanities and self.

• Develop the ability to identify artwork from various periods and styles.

A total of 18 units with minimum of two courses in arts and two courses in humanities

Arts
ART 101, 103, 104, 105, 106, 110, 115, 120, 121, 122, 123, 125, 126, 127, 128, 160, 161, 163, 164, 165
DANC 101, 110, 120, 130
DRMA 103, 104, 110, 111
FCS 144
FILM 101, 102, 110, 115
GRPH 110
MUS 100, 101, 102, 104, 106, 110
PTHO 110

Humanities
ASL 121, 138
ENGL 102, 106, 130, 131, 132, 133, 135, 137, 138, 139, 145, 146, 148
FILM 103
FRCH 101, 102
HIST 101, 102, 104, 105, 138
HUM 101, 102, 104, 105
ITAL 101, 102, 103, 104
PHIL 101, 102, 105, 121, 122
SPAN 101, 102, 103, 104, 112,
SPCH 108

LIBERAL ARTS: MATHEMATICS & SCIENCE (A.A.) (Transfer Option)

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 understanding of the methodologies of science as investigative tools. Students will also examine the influence that the understanding of the methodologies of science as investigative tools. Students will also examine the influence that the understanding of the methodologies of science as investigative tools.

The graduate of the AA program in liberal arts (transfer) – social & behavioral sciences will:

• Develop an appreciation of the beauty and values that have shaped and enriched our culture.

• Understand ways people have acted in response to their societies.

• Identify and evaluate how societies and social subgroups operate.

• 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.

A total of 18 units with a minimum of one course in three different areas

Anthropology
ANTH 102, 103

Economics
BUS 121, 141
ECON 101, 102, 121, 141

GBST 141

Geography
GEOG 102, 103

History
HIST 103, 107, 108, 118, 119, 120 HUM 103

Political Science
POLS 101, 103, 104

Psychology
PSY 101, 104, 112, 113, 115, 117, 118

Sociology
SOC 101, 102, 104, 110, 120

Speech
SPCH 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 (3 units)
  - ENGL 102 (3 units)
  - MATH 105 OR MATH 131 OR MATH 135 OR MATH 141 OR MATH 181 OR MATH 182 OR MATH 183 OR MATH 184 (3 units)
- **B. Communication and Analytical Thinking**
  - ART 101 or DANC 101 or DRMA 103 or MUS 100 (3 units)
  - CBIS 101 (3 units)
  - CBIS 103 or PHIL 112 or PHIL 114 or SPCH 106 (3 units)
- **Category 5: Living Skills**
  - HED 100 (3 units)

**Associate Degree Major Core Requirements**

Students are also required to complete the following courses as part of the Liberal Studies – Elementary Teacher Preparation program.

**Required core courses (29 units):**

- ART 101 or DANC 101 or DRMA 103 or MUS 100 (3 units)
- ECS 100 (3 units)
- EDUC 130 (3 units)
- SPCH 101 (3 units)
- POLS 103 (3 units)
- ENGL 101 (4 units)
- ENGL 102 (3 units)
- PHSC 111 (4 units)
- PHSC 112 (4 units)
- MATH 109 Survey of Machining 4
- MATH 110 CNC Principles and Practices 4
- MATH 111 CNC Principles and Practices 2 4
- MATH 311 Mastercam 1 (CAD/CAM) 4
- MATH 330 Print Reading and Interpretation 3

**Recommended electives:**

- CBIS 101 Computer Concepts & Applications 3

**MACHINING & MANUFACTURING TECHNOLOGY (A.S. & Certificate of Achievement)**

Productivity increases in industry are based on increasing the quantity and quality of machined parts and assemblies. The Machine Technology program, production Machining option, supplies the student with a hands-on education that takes them from the basics of precision machine tool operation to the programming of Computer Numerical Controlled (CNC) machine tools with an emphasis on high productivity machining.

The graduate of the AS or certificate program in production machining will:

- Demonstrate the ability to clearly communicate with co-workers, customers and the employer through verbal and written means.
- Demonstrate the ability to read and interpret engineering data such as specifications and drawings and use this data to produce precision machined parts and components that conform to the supplied data.
- Demonstrate the ability to identify increases in productivity through improved output and quality.
- Demonstrate the ability to safely and efficiently operate manual machine tools.
- Demonstrate the ability to safely and efficiently program and operate Computer Numerical Controlled (CNC) machine tools.
- Demonstrate the ability to identify and properly deal with hazards encountered in the workplace.

A major of 25 units is required for the associate in science degree and certificate.

**MATHMATICS w/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 a 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 and in writing.
- Utilize a variety of problem-solving techniques and strategies to identify, analyze and solve problems from arithmetic through calculus.
- 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.

**MATHMATICS w/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 a physics emphasis will:

- Interpret and draw inferences from mathematical models such as formulas, graphs, tables and schematics.
- Represent mathematical information symbolically, visually, numerically, verbally and 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.

### MEDICAL ASSISTING (Certificate of Achievement)

The medical assisting program consists of a medical assisting certificate and an optional medical billing and coding certificate. The Medical Billing and Coding certificate courses may be taken as an option by the Medical Assisting Program students, thereby obtaining both a Medical Assisting Certificate and a Billing and Coding Certificate. Courses may be taken separately to obtain Medical Billing and Coding certificate only. A grade of "C" or better is required in all classes to progress in the program. To be admitted to the medical assisting certificate program, the student must obtain the official application forms and follow the outlined procedures for enrollment. Upon completion of the medical assisting certificate, the student is qualified to take the certifying examination by the California Certifying Board for Medical Assistants.

The graduate of the certificate program in medical assisting will:
- Develop communication skills necessary to effectively communicate with other health care team members, patients and physicians.
- Function in a legal and ethical manner.
- Demonstrate clinical skills appropriate to the medical assistant scope of practice.
- Demonstrate administrative skills appropriate to the medical assistant scope of practice.
- Apply customer service concepts and principles in providing quality care.
- Recognize and respond to written, verbal and nonverbal communication concepts and principles in gathering assessment data, providing documentation and implementing quality care.
- Demonstrate respect for the human dignity and rights of all individuals with awareness of cultural differences.
- Demonstrate responsibility and accountability for personal and professional behavior.
- Utilize critical thinking and decision making skills when providing clinical and administrative service in health settings.
- Develop a knowledge base of medical terminology, physiological function and biochemical function to competently carry out the role of a medical assistant.

A total of 29.5 units is required for the certificate.

### MEDICAL ASSISTING: MEDICAL BILLING & CODING (Certificate of Achievement)

The medical assisting program consists of a medical assisting certificate and an optional medical billing and coding certificate. The Medical Billing and Coding certificate courses may be taken as an option by the Medical Assisting Program students, thereby obtaining both a Medical Assisting Certificate and a Billing and Coding Certificate. Courses may be taken separately to obtain Medical Billing and Coding certificate only. A grade of "C" or better is required in all classes to progress in the program. To be admitted to the medical assisting certificate program, the student must obtain the official application forms and follow the outlined procedures for enrollment. Upon completion of the medical assisting certificate, the student is qualified to take the certifying examination by the California Certifying Board for Medical Assistants.

The graduate of the certificate program in medical billing and coding will:
- Demonstrate proficiency by coding, classifying and indexing diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
- Develop, implement and monitor procedures to ensure healthcare data integrity.
- Resolve discrepancies between coded data and supporting documentation.
- Assign the patient to diagnosis related groups (DRGs) using appropriate computer software.
- Process and prepare business and government forms.
- Compile and maintain patients' medical records to document condition and treatment.
- Define and exhibit correct usage of insurance terms used in processing insurance forms in medical offices, clinics, hospitals and other medical areas.
- Perform basic physician office billing procedures.

A total of 19 units is required for the certificate.

### COURSE REQUISITE

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 181</td>
<td>Calculus 1</td>
<td>5</td>
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<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>Linear Algebra/Diff Equations</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>
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</tr>
<tr>
<td>PHYS 163</td>
<td>Engineering Physics 3</td>
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</tr>
</tbody>
</table>

### MEDICAL ASSISTING: MEDICAL BILLING & CODING (Certificate of Achievement) - Required Core Courses (25 Units)

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>MA 305</td>
<td>Body Systems and Disease</td>
<td>5</td>
</tr>
<tr>
<td>MA 350</td>
<td>Medical Assisting Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>MA 351</td>
<td>Medical Assisting Clinical Procedures 1</td>
<td>3</td>
</tr>
<tr>
<td>MA 352</td>
<td>MA Administrative Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MA 360</td>
<td>Medical Billing and Insurance</td>
<td>4</td>
</tr>
<tr>
<td>MA 361</td>
<td>Coding for Medical Insurance</td>
<td>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.

### COURSE REQUISITE

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MUS 101</td>
<td>Music History-Ancient to Baroque</td>
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</tr>
<tr>
<td>MUS 102</td>
<td>Music History-Classical to 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>MUS 111</td>
<td>Comprehensive Music Theory 1</td>
<td>4</td>
</tr>
<tr>
<td>MUS 112</td>
<td>Comprehensive Music Theory 2</td>
<td>4</td>
</tr>
<tr>
<td>MUS 113</td>
<td>Comprehensive Music Theory 3</td>
<td>4</td>
</tr>
<tr>
<td>MUS 114</td>
<td>Comprehensive Music Theory 4</td>
<td>4</td>
</tr>
<tr>
<td>MUS 120</td>
<td>Beginning Piano (+)</td>
<td>1</td>
</tr>
<tr>
<td>MUS 121</td>
<td>Intermediate Piano (+)</td>
<td>1</td>
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</table>
### DEGREES & CERTIFICATES

**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. 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 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.

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:

- Utilize nursing concepts to facilitate health and self-actualization by solving goal setting, energy and caring problems.
- Use 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.
- Provide nursing care to culturally diverse people utilizing tools of communication, teaching, nursing process, caring, energy, life span and psychomotor skills.
- Use research findings to substantiate evidence based nursing practice.
- Establish learning patterns that will provide the means for lifelong personal and professional growth.

### COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUS 100</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 104</td>
<td>Roots of Pop, Rock and Jazz</td>
<td>3</td>
</tr>
<tr>
<td>MUS 105</td>
<td>Appreciation of the American Musical on Stage and Screen</td>
<td>3</td>
</tr>
<tr>
<td>MUS 106</td>
<td>World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 115</td>
<td>Introduction to Sound Recording &amp; Mixing</td>
<td>3</td>
</tr>
<tr>
<td>MUS 116</td>
<td>Sound Production Techniques</td>
<td>3</td>
</tr>
<tr>
<td>MUS 117</td>
<td>MIDI Technology and Its Applications</td>
<td>3</td>
</tr>
<tr>
<td>MUS 118</td>
<td>Introduction to Electronic Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 119</td>
<td>Electronic Music Studio Techniques</td>
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</tr>
<tr>
<td>MUS 123</td>
<td>Class Vocal Techniques</td>
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<tr>
<td>MUS 124</td>
<td>Intermediate Class Vocal Techniques</td>
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</tr>
<tr>
<td>MUS 125</td>
<td>Beginning Guitar</td>
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<tr>
<td>MUS 126</td>
<td>Intermediate Guitar</td>
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<tr>
<td>MUS 127</td>
<td>Vocal Repertoire</td>
<td>2</td>
</tr>
<tr>
<td>MUS 160</td>
<td>Music Business</td>
<td>2</td>
</tr>
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</table>

### 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 total of 30 units is required for the certificate.

**COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 101</td>
<td>Foundations for Caring</td>
<td>2</td>
</tr>
<tr>
<td>NURS 102</td>
<td>Community Med-Surg Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 103</td>
<td>RN Practicum 1</td>
<td>5</td>
</tr>
<tr>
<td>NURS 104</td>
<td>Caring for People at Risk-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical/Surgical Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 106</td>
<td>Leadership and Management</td>
<td>2</td>
</tr>
<tr>
<td>NURS 108</td>
<td>RN Practicum 2</td>
<td>5</td>
</tr>
<tr>
<td>NURS 109</td>
<td>Medical/Surgical at Risk Populations</td>
<td>2.5</td>
</tr>
<tr>
<td>NURS 110</td>
<td>Mental Health Nursing</td>
<td>2.5</td>
</tr>
<tr>
<td>NURS 111</td>
<td>Intermediate RN Skills</td>
<td>.5</td>
</tr>
<tr>
<td>NURS 112</td>
<td>Advanced RN Skills</td>
<td>.5</td>
</tr>
</tbody>
</table>

### 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:

- Utilize the nursing process within organized health care systems to help patients with common illnesses meet their basic human needs through direct patient care services.
- To provide information related to the effect of illness and health practices on the individual, family and others throughout the life span.
- Assume responsibility and accountability for his/her own professional development and function within legal boundaries of licensed vocational nursing practice.
- Relate and apply scientific principles when performing common nursing measures and procedures.
- Evaluate, within the nursing process parameters, the effectiveness of care rendered by self and others.
- Organize care for patients and participate in providing direction for unlicensed personnel with less preparation or experience in other than acute care settings.
- Utilize information pertinent to community resources in order to meet the needs of patient and families.
- Communicate effectively with patients and co-workers to assist in the achievement of health related and/or organizational goals.

A major of 47 units is required for the associate in science degree and certificate.

### COURSE NUMBER TITLE UNITS

Required core courses (47 units):

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 310</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 311</td>
<td>Medication Administration</td>
<td>1.5</td>
</tr>
<tr>
<td>NURS 317</td>
<td>Fundamentals of Nursing</td>
<td>3.5</td>
</tr>
<tr>
<td>NURS 318</td>
<td>Clinical Lab 1</td>
<td>8</td>
</tr>
<tr>
<td>NURS 320</td>
<td>Gerontology</td>
<td>2</td>
</tr>
<tr>
<td>NURS 322</td>
<td>Maternal and Infant Health</td>
<td>2</td>
</tr>
<tr>
<td>NURS 323</td>
<td>Respiratory System</td>
<td>2</td>
</tr>
<tr>
<td>NURS 327</td>
<td>Gastrointestinal and Urinary Systems</td>
<td>2.5</td>
</tr>
<tr>
<td>NURS 329</td>
<td>Endocrine and Reproductive Systems</td>
<td>2.5</td>
</tr>
<tr>
<td>NURS 335</td>
<td>Integumentary &amp; Musculoskeletal Sys</td>
<td>2.5</td>
</tr>
<tr>
<td>NURS 328</td>
<td>Clinical Lab 2</td>
<td>3</td>
</tr>
<tr>
<td>NURS 330</td>
<td>Pediatrics</td>
<td>1.5</td>
</tr>
<tr>
<td>NURS 331</td>
<td>Circulatory System</td>
<td>2</td>
</tr>
<tr>
<td>NURS 332</td>
<td>Neurosensory System</td>
<td>2</td>
</tr>
<tr>
<td>NURS 337</td>
<td>Aspects of Professional Relations</td>
<td>1</td>
</tr>
<tr>
<td>NURS 338</td>
<td>Clinical Lab 3</td>
<td>8</td>
</tr>
</tbody>
</table>

### 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 aide, 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.

A total of 16 units constitute the certificate.

### COURSE NUMBER TITLE UNITS

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 300</td>
<td>Certified Nursing Assistant</td>
<td>16</td>
</tr>
</tbody>
</table>

### NURSING: CERTIFIED HOME HEALTH AIDE (Certificate of Accomplishment)

Successful completion of this course results in the CNA being awarded home health aide 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.

A total of 2 units is required for the certificate.

### COURSE NUMBER TITLE UNITS

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 416</td>
<td>Certified Home Health Aide</td>
<td>2</td>
</tr>
</tbody>
</table>

### 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 environments 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.

A total of 1.5 units is required for the certificate.

### COURSE NUMBER TITLE UNITS

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 420</td>
<td>Restorative Aide</td>
<td>1.5</td>
</tr>
</tbody>
</table>

### 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.

A total of 1.5 units is required for the certificate.

### COURSE NUMBER TITLE UNITS

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 422</td>
<td>EKG/Monitor Observer</td>
<td>1.5</td>
</tr>
</tbody>
</table>

### PARALEGAL STUDIES (A.S.)

The A.S. degree in Paralegal Studies is designed to provide students with education, training, and experience that will enable them to become successful paralegals and to advance in the profession. The program is also designed to help students prepare for NALA certification (National Association of Legal Assistants).

The graduate of the AS program in paralegal studies will have:

- Broad-based understanding of the American legal system and the practice of law in California.
- The skills and knowledge needed to work as a paralegal in a law firm.
- An understanding of the ethical rules and regulations applicable to the paralegal.
- A balanced education based on integration of theory and practice.
- Strong written and oral communication skills.
- Tools necessary to begin a career in a respected and well-paid profession.

A major of 36 units is required for the associate in science degree.
The graduate of the AA program in physical education will:

- Adapted physical education, coaching, exercise physiology, and education.
- Graduate or professional programs of specialized study such as kinesiology, physical therapy, and teaching. The physical education major will:

  - Demonstrate and evaluate the factors that contribute to a healthy lifestyle and contribute to the prevention of 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.
  - Acquire program specific information from various sources with which to better appreciate, analyze, and communicate in different situations, involving diverse individuals and viewpoints.

A major of 21 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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<tbody>
<tr>
<td>BUS 110</td>
<td>Business Law: Contract and Sales</td>
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</tr>
<tr>
<td>CWE 149</td>
<td>Cooperative Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>PLGL 101</td>
<td>Intro to Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>PLGL 102</td>
<td>Criminal Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>PLGL 103</td>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PLGL 104</td>
<td>Legal Research and Writing</td>
<td>3</td>
</tr>
<tr>
<td>PLGL 105</td>
<td>Legal Analysis and Writing</td>
<td>3</td>
</tr>
<tr>
<td>PLGL 106</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>PLGL 107</td>
<td>Ethics for Paralegals</td>
<td>1</td>
</tr>
</tbody>
</table>

Required core courses (24 units):

- CBOT 305 Legal Office Procedures 3
- PLGL 108 Wills and Trusts 3
- PLGL 109 Family Law 3
- PLGL 110 Intellectual Property Law 3
- PLGL 112 Corporations, Partnership, LLC 3
- PLGL 111 Tort Law for Paralegals 3
- RE 302 Legal Aspects of Real Estate 3

Plus a minimum of 12 units selected from the following:

<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>
</tr>
<tr>
<td>BIOL 125</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>PE 100</td>
<td>Introduction to Kinesiology</td>
<td>3</td>
</tr>
</tbody>
</table>

Required core courses (35 units):

- ATH 104 Care and Prevention of Athletic Injuries 3
- ATH 106 Orthopedic Injury Assess/Rehab 3
- FSN 110 Nutrition Science 3
- PE 106 Sports Officiating 3
- PE 128 Sport Psychology 3
- PE 129 First Aid-CPR: Educator/Coach 1
- REC 101 Intro to Recreation Management 3
- REC 107 Recreational Sports Programming 3
- REC 105 Program Planning for Recreation 3

Required core courses (15 units):

- MATH 184 Linear Algebra and Differential Equations 5

Recommended electives:

- MATH 183 Multivariable Calculus 5
- MATH 184 Linear Algebra and Differential Equations 5

The associate degree in physical education 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 physical education 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>
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<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:

- MATH 183 Multivariable Calculus 5
- MATH 184 Linear Algebra and Differential Equations 5

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 concepts, 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, various childhood disorders and therapies.
- Define, describe and evaluate the psychosocial human life-span/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 cultural influences.

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>Required core courses (13 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 123</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 113</td>
<td>Theories of Personality</td>
<td>3</td>
</tr>
<tr>
<td>PSY 117</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>PSY 118</td>
<td>3</td>
</tr>
<tr>
<td>Plus a minimum of 12 units selected from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 101</td>
<td>Introduction to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 102</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>HUVS 106</td>
<td>Family Systems and Codependency</td>
<td>3</td>
</tr>
<tr>
<td>PSY/SOC 104</td>
<td>Social Science Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>PSY 112</td>
<td>Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>PSY 115</td>
<td>Behavior Modification</td>
<td>3</td>
</tr>
<tr>
<td>PSY 116</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>PSY 119</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 120</td>
<td>Cultural Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY/SOC 121</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 110</td>
<td>Personal and Family Relationships in the 21st Century</td>
<td>3</td>
</tr>
<tr>
<td>Recommended electives:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 100</td>
<td>Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 124</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 125</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>MATH 135</td>
<td>Calculus with Applications</td>
<td>4</td>
</tr>
<tr>
<td>PSY/HUSV 128</td>
<td>Positive Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**RECREATION MANAGEMENT (A.S. & Certificate of Achievement)**

The Associate Science degree in Recreation Management prepares students to either obtain middle level positions in the Recreation field or advance from entry level positions in all areas of recreation. Students can also transfer to a four-year institution to pursue a baccalaureate degree in Recreation, Hospitality or Tourism Management.

The graduate of the AS or certificate program in recreation management will:

- Demonstrate knowledge of career opportunities in the recreation fields and understand the differences between the public, private, nonprofit, therapeutic and commercial settings.
- Demonstrate and apply learned leadership skills in a team building classroom environment.
- Apply and practice the skills of event planning for organizing community events.
- Apply the principals and theories of sports management for municipal, commercial and nonprofit agencies.

A major of 21 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 (15 units):</td>
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</tr>
<tr>
<td>REC 101</td>
<td>Intro to Recreation Management</td>
<td>3</td>
</tr>
<tr>
<td>REC 103</td>
<td>Leadership in Recreation Services</td>
<td>3</td>
</tr>
<tr>
<td>REC 105</td>
<td>Program Planning for Recreation</td>
<td>3</td>
</tr>
<tr>
<td>REC 107</td>
<td>Recreational Sports Programming</td>
<td>3</td>
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<tr>
<td>CWE 149</td>
<td>Cooperative Work Experience</td>
<td>3</td>
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<tr>
<td>Plus a minimum of 6 units selected from the following:</td>
<td></td>
<td></td>
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<tr>
<td>ATH 104</td>
<td>Care/Prevention of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>EMS 102</td>
<td>First Aid and Safety</td>
<td>3</td>
</tr>
<tr>
<td>H ED 100</td>
<td>Health and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>SOC 120</td>
<td>Race and Ethnic Relations</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 102</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>Required core courses (18 units):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 102</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 102</td>
<td>Human Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST/HUM 105</td>
<td>Western Civilization Since 1650</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>POLS 101</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>POLS 104</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>Recommended electives:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS/ECON/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G BST 141</td>
<td>Global Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Principles of Economics: Micro-Economics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>SOC 122</td>
<td>3</td>
</tr>
</tbody>
</table>
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 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.

A total of 19 units is required for the certificate.

COURSE NUMBER TITLE UNITS

Required core courses (12 units):
MUS 115/ FILM 120 Introduction to Sound Recording & Mixing 3
MUS116/ FILM 121 Sound Production Techniques 3
MUS 117 MIDI Technology and Its Applications 3
MUS 118 Introduction to Electronic Music 3

Plus a minimum of 7 units selected from the following:
EL 118 Fundamentals of DC & 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 & 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
MUS 104 The Roots of Pop, Rock and Jazz 3
MUS 111 Comprehensive Music Theory  1 4
MUS 112 Comprehensive Music Theory  2 4
MUS 119 Electronic Music Studio Techniques (+) 1
MUS 143 Jazz Band (+) 1

(+): 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 independent language learners and have core competencies in grammar and vocabulary, reading, writing, oral and listening skills, and develop a cultural awareness, to achieve their personal, vocational and academic goals.

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
FRCH 101 Elementary French 5
FRCH 102 Elementary French 5
ITAL 101 Elementary Italian 5
ITAL 102 Elementary Italian 5
SPAN 105 Advanced Composition 5
SPAN 111 Intermediate Spanish Conversation 2
SPAN 112 Advanced Spanish Conversation 3

Recommended electives:
ART 105 Art History Survey-Art of Mexico 3
ASL 120 American Sign Language 1 3
ASL 121 American Sign Language 2 3
BUS 140 Survey of International Business 3
GBST 141 Global Economics 3
DANC 140 Folkloric Dances of Mexico and Spain 1
DANC 142 Floricanto Dance .5
ECS 116 Teaching in a Diverse Society 3
ECS 117 Teaching the Bilingual/Bicultural Hispanic Child 3
ENGL 130 American Literature/19th Century 3
ENGL 133 Modern Fiction 3
ENGL 148 Hispanic Literature in Translation 3
FRCH 101 Elementary French 5
HIST/HUM 104 Western Civilization to 1650 3
LATN 101 Elementary Latin 3
PBST 104 International Relations 3
SPAN 110 Introduction to Conversation in Spanish 2
SPCH 101 Public Speaking 3
SOC 122 Sociology of the Hispanic Culture 3

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.

A major of 21 units is required for the associate in arts degree.

COURSE NUMBER TITLE UNITS

Required core courses (18 units):  
SPCH 101 Public Speaking 3
SPCH 102 Small Group Communication 3
SPCH 103 Interpersonal Communication 3
SPCH 106 Argumentation and Debate 3
SPCH 108 Oral Interpretation of Literature 3
SPCH 110 Intercultural Communication 3

Plus a minimum of 3 units selected from the following:
ANTH 102 Cultural Anthropology 3
ENGL 102 Freshman Composition: Literature 3
ENGL 103 Critical Thinking and Composition 3
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
PHIL 114 Critical Thinking 3
PSY 101 General Psychology 3
SOCI 120 Race and Ethnic Relations 3
SPEECH COMMUNICATION: COMMUNICATION SKILLS FOR PUBLIC SAFETY AND HEALTH PROFESSIONALS (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 to be used in the field of public safety and health.

A total of 7 - 9 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 103</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 189</td>
<td>Independent Projects</td>
<td>1-3</td>
</tr>
</tbody>
</table>

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 to be used in the field of business.

A total of 10 - 12 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 102</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 103</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 110</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 189</td>
<td>Independent Projects</td>
<td>1-3</td>
</tr>
</tbody>
</table>

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 to be used as a professional speaker.

A total of 10 - 12 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 106</td>
<td>Argumentation and Debate</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 108</td>
<td>Oral Interpretation of Literature</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 189</td>
<td>Independent Projects</td>
<td>1-3</td>
</tr>
</tbody>
</table>

TRANSFER STUDIES: CSU GENERAL EDUCATION BREADTH (CSU GE/B) (Certificate of Achievement)

See transfer information section for course requirements.

Completion of all these requirements (34-40 units) will permit you to transfer to any CSU or UC campus without the need, after transfer, to take additional lower-division general education courses. Students will understand the basic principles of natural sciences, social and behavioral sciences, the humanities and fine arts. Students completing this degree will understand the basic principles of these academic disciplines, their methods of inquiry, their history, and impact on society, and their relationships to each other. Students will also be able to think critically, to reason using quantitative models and will develop basic speaking, listening, reading and writing skills in a foreign language.

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>106</td>
<td>Argumentation and Debate</td>
<td>3</td>
</tr>
<tr>
<td>108</td>
<td>Oral Interpretation of Literature</td>
<td>3</td>
</tr>
<tr>
<td>189</td>
<td>Independent Projects</td>
<td>1-3</td>
</tr>
</tbody>
</table>

TRANSFER STUDIES: UC/CSU TRANSFER CURRICULUM (IGETC) (Certificate of Achievement)

See transfer information section for course requirements.

Completion of all these requirements (34-37 units) will permit you to transfer to any CSU or UC campus without the need, after transfer, to take additional lower-division general education courses. Students will understand the basic principles of natural sciences, social and behavioral sciences, the humanities and fine arts. Students completing this degree will understand the basic principles of these academic disciplines, their methods of inquiry, their history, and impact on society, and their relationships to each other. Students will also be able to think critically, to reason using quantitative models and will develop basic speaking, listening, reading and writing skills in a foreign language.

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>103</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>110</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>189</td>
<td>Independent Projects</td>
<td>1-3</td>
</tr>
</tbody>
</table>

TRANSFER STUDIES: INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) (Certificate of Achievement)

See transfer information section for course requirements.

Completion of all these requirements (34-37 units) will permit you to transfer to any CSU or UC campus without the need, after transfer, to take additional lower-division general education courses. Students will understand the basic principles of natural sciences, social and behavioral sciences, the humanities and fine arts. Students completing this degree will understand the basic principles of these academic disciplines, their methods of inquiry, their history, and impact on society, and their relationships to each other. Students will also be able to think critically, to reason using quantitative models and will develop basic speaking, listening, reading and writing skills in a foreign language.

<table>
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<tr>
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<th>TITLE</th>
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<td>102</td>
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<tr>
<td>103</td>
<td>Interpersonal Communication</td>
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</tr>
<tr>
<td>110</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>189</td>
<td>Independent Projects</td>
<td>1-3</td>
</tr>
</tbody>
</table>

TRANSFER STUDIES: UC/CSU TRANSFER STUDIES (MATH, ENGINEERING, AND SCIENCE MAJORS) (Certificate of Achievement)

Students who wish to pursue this certificate will choose from the general education pattern below:

General Education Patterns
A. California State University General Education/Breadth (CSU GE) 39-40 units
B. Intersegmental General Education Transfer Curriculum (IGETC) 34-37 units

Courses in which students will select in the natural science and mathematics area will 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 largest civilizations. Students wishing to transfer in Math, Engineering and Science majors are strongly advised to

The graduate of the transfer studies program in CSU general studies breadth will:
- Demonstrate and understanding of the interrelationship between the creative arts, the humanities, and themselves.
- Critically explain how people act and have acted in response to their societies.
- Demonstrate and understanding of how societies and social subgroups operate.
- Communicate ideas more effectively.
- Demonstrate and ability to think logically and critically in solving problems; explaining conclusions; and evaluating, supporting or critiquing the thinking of others.
- Evaluate personal choices regarding disease prevention, healthy living, and making positive life choices.

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<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>102</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>103</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>110</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>189</td>
<td>Independent Projects</td>
<td>1-3</td>
</tr>
</tbody>
</table>
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 and 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 test (3G-vertical or 4G-overhead) using at least one basic process.
- Pass the GMAW and SMAW processes to the American Welding Societies D1.1 Structural Welding Code.
- Have competency in blueprint reading.
- Have a working knowledge of metallurgy.
- Be able to do a basic layout, fitting and cutting operation.
- 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.

<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>WLDT 106</td>
<td>Beginning Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLDT 107</td>
<td>Advanced Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLDT 306</td>
<td>Layout and Fabrication Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>WLDT 381</td>
<td>Industrial Math</td>
<td>3</td>
</tr>
</tbody>
</table>

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>MT 110</td>
<td>CNC Principles and Practices</td>
<td>4</td>
</tr>
<tr>
<td>WLDT 307</td>
<td>G.M.A.W. Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLDT 308</td>
<td>T.I.G. Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLDT 312</td>
<td>Pipe Fitting and Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLDT 315</td>
<td>Metal Fabrication</td>
<td>4</td>
</tr>
<tr>
<td>WLDT 330</td>
<td>Welding Certification</td>
<td>3</td>
</tr>
<tr>
<td>WLDT 331</td>
<td>Welding Certification Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

Recommended electives:
- WLDT 199 Special Topics in Welding Technology .5-3

WELDING TECHNOLOGY: PIPE WELDING TECHNOLOGY (Certificate of Achievement)

The graduate of the certificate program in pipe welding technology will:
- Pass at least one welder qualification test (3G-vertical or 4G-overhead) using at least one basic process.
- Have competency in blueprint reading.
- Have a working knowledge of metallurgy.
- Do a basic layout, fitting and cutting operation.
- Operate basic welding equipment in a safe manner.

A total of 19 units is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 109</td>
<td>Survey of Machining</td>
<td>4</td>
</tr>
<tr>
<td>WLDT 106</td>
<td>Beginning Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLDT 107</td>
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<td>3</td>
</tr>
<tr>
<td>WLDT 306</td>
<td>Layout and Fabrication Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>WLDT 312</td>
<td>Pipe Fitting and Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLDT 381</td>
<td>Industrial Math</td>
<td>3</td>
</tr>
</tbody>
</table>

WILDLAND FIREFIGHTING OPERATIONS
(A.S. & Certificate of Achievement)

The graduate of the AS or certificate program in wildland firefighting operations will:
- Demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and firefighter 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 of 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.
### DEGREES & CERTIFICATES

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFTO 301</td>
<td>Intro to Incident Command System [I-100]</td>
<td>.5</td>
</tr>
<tr>
<td>WFTO 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.

### Course Requirements

Required core courses (15 units):

- WFTO 303 Intermediate Incident Command System [I-300] 1
- WFTO 304 Advanced Incident Command System [I-400] 1
- WFTO 305 Multi-Agency Coordination .5
- WFTO 306 Incident Command System for Executives .5
- WFTO 310 Basic Fire Suppression Orientation [S-110] .5
- WFTO 311 Firefighter Training [S-130] 2
- WFTO 312 Advanced Firefighter Training [S-131] .5
- WFTO 313 Introduction to Wildland Fire Behavior [S-190] .5
- WFTO 314 Initial Attack Incident Commander Type 4 ICT4 [S-200] 1
- WFTO 315 Supervisory Concepts and Techniques [S-201] 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 Powsars [S-212] 1.5
- WFTO 319 Driving for the Fire Service [S-216] 2
- WFTO 320 Interagency Helicopter Training Guide [S-217] 2
- WFTO 321 Crew Boss (Single Resource) [S-230] 1
- WFTO 322 Engine Boss (Single Resource) [S-231] .5
- WFTO 323 Dozer Boss (Single Resource) [S-232] 1
- WFTO 324 Tractor/Plow Boss [S-233] .5
- WFTO 325 Firing Methods & Procedures [S-234] 1
- WFTO 326 Felling Boss [S-236] 1
- WFTO 327 Staging Area Manager [J-236] .5
- WFTO 328 Field Observer [S-244] 2
- WFTO 329 Fire Business Management Principles [S-260] 1
- WFTO 330 Basic Air Operations [S-270] 1
- WFTO 331 Helisport 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
- WFTO 348 Standards for Survival [PMS-416] 1.5
- 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
- WFTO 362 Campbell Prediction System 1
- WFTO 363 Followership to Leadership [L-280] 1
- WFTO 364 Incident Leadership [L-381] 2

### WILDLAND FIREFIGHTING PREVENTION, INVESTIGATION, PRESCRIBED BURNING (A.S. & Certificate of Achievement)

The graduate of the AS or certificate program in wildland firefighting 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 firefighter 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 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>Intro to Incident Command System [I-100]</td>
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</tr>
<tr>
<td>WFT 302</td>
<td>Basic Incident Command System [I-200]</td>
<td>1</td>
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</tbody>
</table>

A major of 30 units is required for the associate in science degree and certificate.

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<thead>
<tr>
<th>COURSE NUMBER</th>
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<tr>
<td>WFT 303</td>
<td>Intermediate Incident Command System [I-300] 1</td>
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<tr>
<td>WFT 304</td>
<td>Advanced Incident Command System [I-400] 1</td>
<td></td>
</tr>
<tr>
<td>WFT 305</td>
<td>Multi-Agency Coordination .5</td>
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<tr>
<td>WFT 306</td>
<td>Incident Command System for Executives .5</td>
<td></td>
</tr>
<tr>
<td>WFT 307</td>
<td>Prescribed Fire for Burn Bosses [RX-300] 2</td>
<td></td>
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<tr>
<td>WFT 308</td>
<td>Inspection Fire Property [P-110] .5</td>
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<tr>
<td>WFT 309</td>
<td>California Basic Fire Prevention [P-140] 2</td>
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<tr>
<td>WFT 310</td>
<td>Wildfire Origin &amp; Cause Determination [P-151] 2</td>
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</tr>
<tr>
<td>WFT 311</td>
<td>Introduction To Public Information Officer [S-203] 2</td>
<td></td>
</tr>
<tr>
<td>WFT 312</td>
<td>Ignition Specialist [RX-230] 2</td>
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<tr>
<td>WFT 313</td>
<td>Intermediate Fire Prevention [P-240] 2</td>
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<td>WFT 314</td>
<td>Prescribed Fire Monitoring &amp; Analysis [RX-290] 2</td>
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<td>WFT 315</td>
<td>Burn Boss [RX-300] 2</td>
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<td>WFT 316</td>
<td>Wildfire Prevention Analysis &amp; Planning [P-301] 2</td>
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<td>WFT 317</td>
<td>Wildfire Prevention Marketing [P-303] 2</td>
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<tr>
<td>WFT 318</td>
<td>Advanced Fire Prevention [P-340] 2</td>
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WFTO 362 Campbell Prediction System 1
WFTO 358 Facilitative Instructor [PMS-925] 2
WFTO 316 Fire Operations in the Urban Interface [S-205] 2
WFTO 315 Supervisory Concepts & Techniques [S-201] .5
WFTO 314 Incident Command System [I-100] .5
WFTO 313 Introduction to Wildland Fire Behavior [S-190] .5
WFTO 312 Ordering Manager [J-252] .5
WFTO 311 Tool and Equipment Specialist [J-256] .5
WFTO 310 Basic Fire Suppression Orientation [S-110] .5
WFTO 309 Wildfire Management (Ground, Air) 3
WFTO 308 Field Observer [S-445] 1
WFTO 307 Field Observation [S-444] 2
WFTO 306 Incident Command System for Executives .5
WFTO 305 Multi-Agency Coordination .5
WFTO 304 Advanced Incident Command System [I-400] 1
WFTO 303 Intermediate Incident Command System [I-365] .5
WFTO 302 Fire Business Management Principles [S-260] 1.5
WFTO 301 Intro to Incident Command System [I-100] .5
WFTO 329 Fire Business Management Principles [S-260] .5
WFTO 333 Fire Business Management Principles [S-260] 1.5
WFTO 332 Intermediate Wildland Fire Behavior [S-290] 2
WFTO 331 Leadership & Organizational Development [S-301] 1
WFTO 330 Facilities Unit Leader [J-354] .5
WFTO 333 Clinical Manager [J-263] 1.5
WFTO 332 Compensation for Injury Manager [J-264] 1
WFTO 331 Claims Manager [J-263] 1.5
WFTO 330 Equipment Time Recorder [J-262] .5
WFTO 329 Resource Unit Leader [J-348] 1.5
WFTO 328 Demobilization Unit Leader [J-347] 1
WFTO 327 Situation Unit Leader [J-346] 1.5
WFTO 326 Damage Unit Leader [J-345] 1
WFTO 325 Personnel Time Recorder [J-344] 1
WFTO 324 Compensation for Injury Manager [J-343] 1
WFTO 323 Claims Manager [J-262] 1.5
WFTO 322 Equipment Time Recorder [J-342] 1
WFTO 321 Personnel Time Recorder [J-261] 1
WFTO 320 Fire Business Management Principles [S-260] 1.5
WFTO 319 Security Manager [I-259] .5
WFTO 318 Communications Equipment/Procedures [S-258] 2
WFTO 317 Incident Communications Manager [J-257] 1.5
WFTO 316 Tool and Equipment Specialist [J-256] .5
WFTO 315 Supervisory Concepts & Techniques [S-201] .5
WFTO 314 Incident Command System [I-100] .5
WFTO 313 Introduction to Wildland Fire Behavior [S-190] .5
WFTO 312 Ordering Manager [J-252] .5
WFTO 311 Tool and Equipment Specialist [J-256] .5
WFTO 310 Basic Fire Suppression Orientation [S-110] .5
WFTO 309 Wildfire Management (Ground, Air) 3
WFTO 308 Field Observer [S-445] 1
WFTO 307 Field Observation [S-444] 2
WFTO 306 Incident Command System for Executives .5
WFTO 305 Multi-Agency Coordination .5
WFTO 304 Advanced Incident Command System [I-400] 1
WFTO 303 Intermediate Incident Command System [I-365] .5
WFTO 302 Fire Business Management Principles [S-260] 1.5
WFTO 301 Intro to Incident Command System [I-100] .5
WFTO 329 Fire Business Management Principles [S-260] .5
WFTO 333 Fire Business Management Principles [S-260] 1.5
WFTO 332 Intermediate Wildland Fire Behavior [S-290] 2
WFTO 331 Leadership & Organizational Development [S-301] 1
WFTO 330 Facilities Unit Leader [J-354] .5
WFTO 333 Clinical Manager [J-263] 1.5
WFTO 332 Compensation for Injury Manager [J-264] 1
WFTO 331 Claims Manager [J-263] 1.5
WFTO 330 Equipment Time Recorder [J-262] .5
WFTO 329 Resource Unit Leader [J-348] 1.5
WFTO 328 Demobilization Unit Leader [J-347] 1
WFTO 327 Situation Unit Leader [J-346] 1.5
WFTO 326 Damage Unit Leader [J-345] 1
WFTO 325 Personnel Time Recorder [J-344] 1
WFTO 324 Compensation for Injury Manager [J-343] 1
WFTO 323 Claims Manager [J-262] 1.5
WFTO 322 Equipment Time Recorder [J-261] 1
WFTO 321 Personnel Time Recorder [J-342] 1
WFTO 320 Fire Business Management Principles [S-260] 1.5
WFTO 319 Security Manager [I-259] .5
WFTO 318 Communications Equipment/Procedures [S-258] 2
WFTO 317 Incident Communications Manager [J-257] 1.5
WFTO 316 Tool and Equipment Specialist [J-256] .5
WFTO 315 Supervisory Concepts & Techniques [S-201] .5
WFTO 314 Incident Command System [I-100] .5
WFTO 313 Introduction to Wildland Fire Behavior [S-190] .5
WFTO 312 Ordering Manager [J-252] .5
WFTO 311 Tool and Equipment Specialist [J-256] .5
WFTO 310 Basic Fire Suppression Orientation [S-110] .5
WFTO 309 Wildfire Management (Ground, Air) 3
WFTO 308 Field Observer [S-445] 1
WFTO 307 Field Observation [S-444] 2
WFTO 306 Incident Command System for Executives .5
WFTO 305 Multi-Agency Coordination .5
WFTO 304 Advanced Incident Command System [I-400] 1
WFTO 303 Intermediate Incident Command System [I-365] .5
WFTO 302 Fire Business Management Principles [S-260] 1.5
WFTO 301 Intro to Incident Command System [I-100] .5

GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS FOR TRANSFER (AA-T) AND ASSOCIATE OF SCIENCE FOR TRANSFER (AS-T)

The associate in arts for transfer (AA-T) and associate in science for transfer (AS-T) degrees are intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing the AA-T or AS-T degrees are guaranteed admission to the CSU system, but not to a particular campus or major. These degrees may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

The associate transfer degrees require the completion of either the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern as well as the specific AA-T or AS-T major degree requirements. Students petitioning for the associate transfer degrees require completion of all of the Allan Hancock College graduation requirements except the following: the Health and Wellness, Multicultural/Gender Studies and Allan Hancock College General Education requirements.
Students interested in pursuing an associate transfer degree should work with a counselor to identify major degree coursework that can be utilized to fulfill both the CSU GE or the IGETC transfer general education pattern and the specific associate for transfer major degree requirements.

Students who are planning to transfer to the California State University system and complete an associate degree must petition for the appropriate associate in arts for transfer (AA-T) or associate in science for transfer (AS-T) degree to be eligible for the CSU admissions priority status associated with the transfer degrees.

The associate in arts for transfer (AA-T) or associate in science for transfer (AS-T) degree will be awarded when the following graduation 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 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. **COMPETENCY IN READING, WRITTEN EXPRESSION AND MATHEMATICS** has been demonstrated.
   - Students will demonstrate competence in reading by completing the transfer general education requirements.
   - Students will demonstrate competence in written expression by completing English 101 (grade C or higher).
   - Students will demonstrate competence in mathematics by meeting one of the following standards:
     A. Pass with a C or higher 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.

6. **MAJOR: A MINIMUM of 18 UNITS** has been completed in an AA-T or AS-T degree major. See the AA-T/AS-T 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 higher is necessary in each course used to complete the major.

7. **GENERAL EDUCATION:** Completion of either the California State University General Education (CSU GE) or Intersegmental General Education Curriculum (IGETC) pattern (see Transfer Information). A grade of C or higher is necessary in each course used to complete the CSU GE or IGETC patterns.

### ASSOCIATE in ARTS in COMMUNICATION STUDIES for TRANSFER (A.A.T)

The Associate in Arts in Communication Studies for Transfer 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 Associate in Arts in Communication Studies for Transfer will prepare students for further studies toward a California State University (CSU) baccalaureate degree in speech and/or communication studies.

The graduate of the AA-T in Communication Studies will:
- Demonstrate knowledge of communication theories.
- Demonstrate competent communication behaviors for a variety of purposes. Be able to locate, synthesize, evaluate and utilize research.

#### Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

A. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.

C. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of “C” or better.

#### Associate in Arts in Communication Studies for Transfer Program Requirements

1. **GENERAL EDUCATION:** Complete one of the following:
   a. CSU General Education Pattern 39 units
   b. Intersegmental General Education Transfer Curriculum 37 units

   Total GE Units: 37-39 units

2. **MAJOR CORE COURSES:** A major of 18 units is required for the associate in arts transfer degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>
SPCH 102 Small Group Communication 3
SPCH 103 Interpersonal Communication 3
SPCH 106 Argumentation and Debate 3
SPCH 108 Oral Interpretation of Literature 3
SPCH 110 Intercultural Communication 3

3. DOUBLE COUNTING: Up to 15 units may be double counted for CSU GE and up to 6 units may be double counted for IGETC.

   Total CSU GE and AA-T in Speech Communication Units: 42
   Total IGETC and AA-T in Speech Communication Units: 49

4. Select additional course(s) to achieve the 60 units required for the Transfer Associate Degree.

ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER (A.S.T)

The associate in science in mathematics for transfer degree is offered for those students desiring a major in mathematics at a California State University.

The graduate of the AS-T in Mathematics will:
- Interpret and draw inferences from mathematical models such as formulas, graphs, tables and schematics.
- Utilize a variety of problem-solving techniques and strategies to identify, analyze, and solve problems from arithmetic through calculus
- 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).

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

A. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.

C. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of “C” or better.

Associate in Science in Mathematics for Transfer Program Requirements

1. GENERAL EDUCATION: Complete one of the following:
   a. CSU General Education Pattern 39 units
   b. Intersegmental General Education

2. MAJOR CORE COURSES: A major of 23-25 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 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 w/Linear Algebra</td>
<td>5</td>
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</tbody>
</table>

Select any course from the following (3-5 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 111</td>
<td>Fundamentals of Programming 1</td>
<td>4</td>
</tr>
<tr>
<td>CS 161</td>
<td>Discrete Structures</td>
<td>3</td>
</tr>
<tr>
<td>MATH 123</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 161</td>
<td>Engineering Physics 1</td>
<td>5</td>
</tr>
</tbody>
</table>

3. DOUBLE COUNTING: 3 units may be double counted for the major and CSU GE B4 or IGETC 2 for only one of the following: MATH 123, 181, 182, 183 or 184.

An additional 3 units may also be double counted for the major and CSU GE B1 or IGETC 5A for PHYS 161.

   Total CSU GE and AS-T in Math Units: 58-60
   Total IGETC and AS-T in Math Units: 56-58

4. Select additional courses, if needed, to achieve the 60 units required for the Associate in Science Transfer Degree.
Announcement of Courses
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 prefix and number. A descriptive title and the unit value 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 lower-division 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.

**Cooperative Work Experience (149/302):** Cooperative Work Experience courses provide on-the-job learning related to a student’s educational or occupational goals, and are offered by numerous disciplines. See “Cooperative Work Experience” on for a more complete description.

**Experimental Courses (179, 379, 479, 579):** Formerly known as “Workshop,” these courses are designed in specific disciplines to test new curriculum before adopting it as part of an academic program. See “Experimental Courses” on for a more complete description of the concept.

**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” on for a more complete description of the concept.

**Special Topics Courses (199/399/499/599):** Formerly known as “Institutes” or “Topics In,” these courses are designed to meet specific and unique curriculum need within the college’s service area. These courses address a specific topic relating to a discipline and are not offered on a regular cycle (not within a two-year period). These courses are not included in any major core.

**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 – CL (Credit Limitation) - limited number of units accepted towards graduation at all University of California campuses.

UC–DAT (Determined After Transfer) - 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. 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.

**Course Requirements:** Course descriptions include skill requirements or recommended levels of preparation as follows:

**Prerequisite:** A prerequisite is a course (or equivalent skills or prior experience) that a student must complete with a grade of “C” or better (or possess) before enrolling in a more advanced course. A prerequisite is a course needed before a student may register for a subsequent course. 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 Prerequisites, Corequisites and Advisories link on myHancock at [http://www.hancockcollege.edu/Default.asp?Page=501](http://www.hancockcollege.edu/Default.asp?Page=501).

**Corequisite:** A corequisite is a course that must be taken prior to or at the same time the student is enrolling in the desired course. Deadlines for submission of an appeal are printed in the Prerequisites, Corequisites and Advisories link on myHancock at [http://www.hancockcollege.edu/Default.asp?Page=501](http://www.hancockcollege.edu/Default.asp?Page=501).

**Advisory:** An advisory is a course that a student is encouraged, but not required, to take before enrolling in a more advanced course. The advisory course will, in all likelihood, enhance a student’s learning in the advanced course.

**Limitation on enrollment:** Enrollment is subject to limitations based on reasons of:

1. health and safety; or
2. in cases of intercollegiate competition 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.

To Be Arranged (TBA) Courses: Some courses have “to be arranged” (TBA) components and/or may be offered via distance learning (DL). TBA components require participation in a minimum number of hours each week (for semester length courses), or minimum number of hours each day (for shorter terms), in addition to the scheduled days and times designated in the schedule of classes. Regular participation is required of all students in courses with TBA components and/or classes offered via distance learning. For detailed information about participation requirements, visit [www.hancockcollege.edu](http://www.hancockcollege.edu) and select the class schedule to search. After finding the course section of interest, click on the blue class CRN for complete details.

**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 for 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
- D = contact department

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### ACCOUNTING

#### ACCT 100 Accounting for Entrepreneurs 3 units

Acceptable for Credit: CSU  A survey of financial and managerial accounting theory and practice with an emphasis on entrepreneurs. This course is not open to students who have received credit for ACCT 101. (F,S,U) (GR/P/NP)

#### ACCT 130 Financial Accounting 3 units

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 ACCT 121 and/or ACCT 122. (F,S) (GR)

#### ACCT 140 Managerial Accounting 3 units

Acceptable for Credit: CSU, UC

Prerequisite: ACCT 130 or ACCT 121 and ACCT 122

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 ACCT 123 and/or ACCT 124. (F,S) (GR)

#### ACCT 150 Introduction to Accounting Information Systems 3 units

Acceptable for Credit: CSU

Prerequisite: ACCT 130

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 ACCT 110. (F,S) (GR)

#### ACCT 160 Introduction to Financial Statement Analysis 3 units

Acceptable for Credit: CSU

Prerequisite: ACCT 130

An introduction to the analysis, interpretation and research of financial statement information. (F,S) (GR)

#### ACCT 170 Introduction to Tax Accounting 3 units

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 ACCT 305. (F,S) (GR)

#### ACCT 317 Bookkeeping 1 3 units

Prerequisite: ACCT 317

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. (F) (GR/P/NP)

#### ACCT 318 Bookkeeping 2 3 units

Prerequisite: ACCT 317

A study of basic bookkeeping practices using accrual accounting concepts for partnerships and merchandising businesses, with emphasis on manual techniques of data entry and financial statement preparation. (F,S,U) (GR/P/NP)

#### ACCT 327 Payroll Accounting 3 units

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. (S) (GR/P/NP)

#### ACCT 399 Special Topics in Accounting 0.5 to 3 units

For course description, see "Special Topics."

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### ADMINISTRATION OF JUSTICE

#### AJ 101 Intro to Criminal Justice 3 units

Acceptable for credit: CSU, UC

Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514

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

AJ 102 Criminal Procedures 3 units
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514
This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents. (S) (GR/P/NP)

AJ 103 Concepts of Criminal Law 3 units
Acceptable for credit: CSU, UC
Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514
This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes. (F) (GR/P/NP)

AJ 104 Legal Aspects of Evidence 3 units
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514
This course examines categories of evidence and legal rules governing its admission and exclusion in the criminal process. 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; and judicial decisions interpreting individual rights and case studies. (F) (GR/P/NP)

AJ 105 Community Relations 3 units
Acceptable for credit: CSU, UC
Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514
This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics covered may include crime prevention, restorative justice, conflict resolution, and ethics. (S) (GR/P/NP)

AJ 111 Criminal Investigation 3 units
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514
This course addresses the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process. (F) (GR/P/NP)

AJ 120 Juvenile Law and Procedures 3 units
Acceptable for credit: CSU, UC
Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514
This course is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focuses on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System. (F) (GR/P/NP)

AJ 130 Intro to Corrections 3 units
Acceptable for credit: CSU, UC
Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514
This course provides a critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System. A Critical examination of the types of Correctional institutions and the clients housed in each institution. (GR/P/NP)

AJ 130 Intro to Corrections 3 units
Acceptable for credit: CSU, UC
Advisory: Eligibility for ENGL 101 or successful completion of ENGL 514
This course provides a critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System. A Critical examination of the types of Correctional institutions and the clients housed in each institution. (GR/P/NP)

AJ 149 Cooperative Work Experience: Occupational 1 to 8 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see “Cooperative Work Experience: Occupational.”

AJ 189 Independent Projects in Administration of Justice 1 to 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see “Independent Projects.”

AJ 305 Police Patrol Procedures 3 units
A study of the procedures, philosophies and concepts of the police patrol system covering 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. (F) (GR/P/NP)

AJ 306 Technical Police Report Writing 1.5 units
Designed to prepare the student to complete standard police report forms required by the State of California; prepare field interrogation cards; identify personal property and physical descriptions of individuals; identify the corpus delicti of specific State statutes; and learn use of the 10-code using principles of communication involved in effective writing. (A) (GR/P/NP)

AJ 307 Narcotics Investigation 1.5 units
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. (A) (GR/P/NP)

AG 308 Drugs & Drug Dependency 1.5 units
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. (A) (GR/P/NP)

AG 315 Introduction to Criminology 3 units
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. (S) (GR/P/NP)

AJ 199, 399 Special Topics in Administration of Justice 0.5 to 3 units
For course description, see “Special Topics”
199 - Acceptable for Credit: CSU, UC

AG 101 Intro to Winemaking/Enology 3 units
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. (F,S) (GR/P/NP)

AG 102 Introduction to Viticulture 3 units
Acceptable for credit: CSU, UC
An introduction to viticulture including grape growing, biology, anatomy, history, distribution, propagation, varieties, wine types, climate and common diseases and pests. (F,S) (GR/P/NP)

AG 103 Sensory Evaluation of Wine 3 units
Acceptable for credit: CSU
Limitation on enrollment: Must be 21 years of age or older
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. (F,S) (GR/P/NP)

AG 104 Advanced Wine Evaluation 3 units
Acceptable for credit: CSU
Limitation on enrollment: Must be 21 years of age or older
Prerequisite: AG 103
An investigation of Bordeaux, Burundian and Rhone varietals 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. (S) (GR/P/NP)

AG 105 Wine Marketing and Sales 3 units
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. (A) (GR/P/NP)

AG 106 Winery Organization 3 units
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 and packaging, as well as marketing and distribution options. (F,S) (GR/P/NP)

AG 111 Global Positioning Systems (GPS) 1 unit
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 GIS 111. (F) (GR/P/NP)

AG 112 Fundamentals of Mapping with GIS 3 units
Acceptable for credit: CSU
Advisory: CBIS 101
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 GIS 112. (F,S) (GR/P/NP)

AG 114 Wine Business 3 units
Acceptable for credit: CSU
This course will cover the basics of wine business for commercial wine production, sales, marketing, logistics, compliance and administration. The class combines short lecture and hands-on experiences to gain practice with, and examine the limitation of, each analysis. The student will work in small groups analyzing regional wine industries. (F,S) (GR/P/NP)

AG 120 Viticulture Operations 1 3 units
Acceptable for credit: CSU
Advisory: AG 102
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. (F) (GR/P/NP)

AG 121 Viticulture Operations 2 3 units
Acceptable for credit: CSU
Advisory: AG 102
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. (S) (GR/P/NP)

AG 122 Viticulture Operations 3 1 unit
Acceptable for credit: CSU
Advisory: AG 121
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. (U) (GR/P/NP)

AG 125 Soils and Plant Nutrition 4 units
Acceptable for credit: CSU, UC
Advisory: CHEM 120
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. (F,S) (GR/P/NP)

AG 130 Integrated Pest Management for Grapes 4 units
Acceptable for credit: CSU
Prerequisite: AG 102
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. (A) (GR/P/NP)

AG 134 Internship Seminar 1 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
Advisory: Concurrent enrollment in AG 149, CWE 149 or CWE 302
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. See Cooperative Work Experience 134 in the schedule for specific enrollment information. (F,S) (GR)

AG 135 Grapevine Physiology 1 unit
Acceptable for credit: CSU
Advisory: AG 102
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. (A) (GR/P/NP)

AG 140 Viticulture Operations 4 3 units
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. (F) (GR/P/NP)

AG 141 Viticulture Operations 5 3 units
Acceptable for credit: CSU
Advisory: AG 121
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. (S) (GR/P/NP)

AG 142 Viticulture Operations 6 1 unit
Acceptable for credit: CSU
Advisory: AG 122
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. (U) (GR/P/NP)

AG 149 Cooperative Work Experience: Occupational 1 to 8 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see "Cooperative Work Experience: Occupational."

AG 151 Winery Equipment 2 units
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. (F) (GR/P/NP)

AG 179, 379 Experimental Courses in Agribusiness 0.5 to 10 units
179 - Acceptable for credit: CSU, UC-DAT
For course description, see "Experimental Courses."

AG 189 Independent Projects in Agribusiness 1 to 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

AG 199, 399 Special Topics in Agribusiness 0.5 to 3 units
199 - Acceptable for credit: CSU, UC-DAT
For course description, see "Special Topics."

AG 301 Pairing Wine and Food 0.5 unit
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. (F,S,U) (GR/P/NP)
AG 302 Advanced Pairing Wine and Food 0.5 unit
Limitation on enrollment: Must be 21 years of age or older
Prerequisite: AG 301
An advanced study of the components of tasting wine and food. (F,S,U) (GR/P/NP)

AG 303 Epicurean Wine & Food 0.5 unit
Limitation on enrollment: Must be 21 years of age or older
Prerequisite: AG 302
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. (F,S,U) (GR/P/NP)

AG 304 Dessert Wine & Food Pairing 0.5 unit
Limitation on enrollment: Must be 21 years of age or older
Prerequisite: AG 303
Designed for advanced students wishing to expand their knowledge of specific wine and dessert pairings. Champagnes, sparkling wines and a variety of dessert wines (ports, sherries, Madiera) will be presented. (F,S,U) (GR/P/NP)

AG 305 Pairing the Wines & Foods of Provence 0.5 unit
Limitation on enrollment: Must be 21 years of age or older
Prerequisite: AG 303
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. (F,S,U) (GR/P/NP)

AG 306 Pairing the Wines and Foods of Tuscany 0.5 unit
Limitation on enrollment: Must be 21 years of age or older
Prerequisite: AG 303
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. (F,S,U) (GR/P/NP)

AG 307 Vineyard Irrigation 3 units
Acceptable for credit: CSU
Students will receive a general background in vineyard irrigation water management, including theory and practice lectures. Vineyard water stress monitoring, ETO, crop coefficients and drip irrigation topics will be covered. (F,S,U) (GR/P/NP)

AG 308 Wine Analysis 3 units
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. (S) (GR/P/NP)

AG 310 Basic Winemaking 1 2 units
Limitation on enrollment: Must be 21 years of age or older
Advisory: AG 101
The first course in a two-semester sequence, students are introduced to winemaking from grape harvest through bottling. (F) (GR/P/NP)

AG 311 Basic Winemaking 2 2 units
Limitation on enrollment: Must be 21 years of age or older
Prerequisite: AG 310 Advisory: AG 101
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. (S) (GR/P/NP)

AG 312 Viticulture II 3 units
Prerequisite: AG 102
This class prepares students to understand and make decisions about the viticulture process including canopy management, frost protection, specific deficit irrigation, morphology and physiology of the grapevine. (S) (GR/P/NP)

AG 314 Organic/Biodynamic Wine 3 units
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. (S) (GR/P/NP)

AG 315 Fertilizers and Plant Nutrition 4 units
This course will provide an introduction to fertilizers and plant nutrition. Essential nutrients for plant development will be studied as well as deficiency symptoms and methods for correcting these deficiencies. Fertilizer and other soil amendments will be studied as well as the proper management and application methods for these products. (F,S) (GR/P/NP)

AG 320 Wine Tasting Room Sales 1.5 units
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. (S,U) (GR/P/NP)

AG 360 Advances in Viticulture 0.5 unit
Acceptable for credit: CSU
Advisory: AG 102
Provides an opportunity for critical evaluation and discussion of selected viticulture 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. (F,S) (GR/P/NP)

AG 361 Advances in Enology 0.5 unit
Acceptable for credit: CSU
Advisory: AG 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. (F,S) (GR/P/NP)

AMERICAN SIGN LANGUAGE

ASL 120 American Sign Language 1 3 units
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. (F,S) (GR/P/NP)

**ASL 121 American Sign Language 2** 3 units
Acceptable for credit: CSU, UC
Prerequisite: ASL 120
A continuation of ASL 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. (F) (GR/P/NP)

**ASL 124 American Sign Language 3** 3 units
Acceptable for credit: CSU, UC
Prerequisite: ASL 121 and completion of or concurrent enrollment in ENGL 110.
Continuing development of skills learned in ASL 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. (F2,S1) (GR/P/NP)

**ASL 130 Conversational ASL** 3 units
Acceptable for credit: CSU
Prerequisite: ASL 120
Designed to improve conversational skills in American Sign Language by increasing vocabularies and perfecting grammatical structures. Emphasis is on improving expressive and receptive skills. (S) (GR/P/NP)

**ASL 138 History of Deaf** 3 units
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 HIST 138. (S) (GR/P/NP)

**ASL 149 Cooperative Work Experience: Occupational** 1 to 8 units
Course may be repeated three times. .
Acceptable for credit: CSU, UC-DAT
For course description, see “Cooperative Work Experience: Occupational.

**ASL 189 Independent Projects in American Sign Language** 1 to 3 units
Acceptable for credit: CSU, UC-DAT
Course may be repeated three times. For course description, see "Independent Projects."

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**ANTHROPOLOGY**

**ANTH 101 Intro to Physical Anthropology** 3 units
Acceptable for credit: CSU, UC
An introductory exploration of 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. (S2) (GR/P/NP)

**ANTH 102 Intro to Cultural Anthropology** 3 units
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. (F,S,U) (GR/P/NP)

**ANTH 103 Introduction to Archaeology** 3 units
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. (S2) (GR/P/NP)

**ANTH 105 Language and Culture** 3 units
Acceptable for credit: CSU, UC
An introductory exploration of micro-macro evolutionary theory, genetics, anthropometric techniques, primatology, human osteology and the paleo-anthropological fossil record. Students will become familiar with the materials and techniques of physical anthropology by focusing on human variation and evolution. (F,S) (GR/P/NP)

**ANTH 110 Physical/Biological Anthropology Lab** 1 unit
Acceptable for credit: CSU, UC
Corequisite: ANTH 101 or completion of ANTH 101 within the last two years
An introductory exploration of micro-macro evolutionary theory, genetics, anthropometric techniques, primatology, human osteology and the paleo-anthropological fossil record. Students will become familiar with the materials and techniques of physical anthropology by focusing on human variation and evolution. (F,S,U) (GR/P/NP)

**ANTH 112 States of Consciousness** 3 units
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 PSY 122 or HUSV 122. (F,S,U) (GR/P/NP)

**ANTH 179, 379 Experimental Courses in Anthropology** 0.5 to 10 units
179 - Acceptable for credit: CSU, UC-DAT
For course description see "Experimental Courses."

**ANTH 199 Special Topics in Anthropology** 0.5 to 3 units
Acceptable for credit: CSU, UC-DAT
For course description, see “Special Topics.”

**APPRENTICESHIP**

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 industrial technology department. 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.

**APRN 481 Electricity**  3 units
Course may be repeated seven times.
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. (F,S) (GR)

**APRN 484 Plumbing**  3 units
Course may be repeated nine times.
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. (F,S) (GR)

**APRN 486 Operating Engineers**  3 units
Course may be repeated seven times.
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. (F,S) (GR)

**ARCHITECTURE**

**ARCH 111 Architectural Graphics**  3 units
Acceptable for credit: CSU, UC
Covers the basic techniques of architectural graphics, including orthographic, paraline and mechanical perspectives with shades and shadows. (S) (GR/P/NP)

**ARCH 112 Architectural Delineation**  3 units
Acceptable for credit: CSU, UC
Prerequisite: ARCH 111
The study of three-dimensional representations using various media to render architectural designs. (F) (GR/P/NP)

**ARCH 121 Architectural Drawing 1**  4 units
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 the 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. (S) (GR/P/NP)

**ARCH 122 Architectural Drawing 2**  4 units
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 resistive materials and finishes. (F) (GR/P/NP)

**ARCH 131 Materials of Construction 1**  3 units
Acceptable for credit: CSU
Advisory: Concurrent enrollment in ARCH 121 is recommended.
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. (A) (GR/P/NP)

**ARCH 160 Digital Tools in Architecture**  3 units
Acceptable for credit: CSU
Advisory: ARCH 111
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 ET 160. (A) (GR/P/NP)

**ARCH 179, 379 Experimental Courses in Architecture**  0.5 to 10 units
179 - Acceptable for credit: CSU, UC-DAT
For course description, see “Experimental Courses.”

**ARCH 320 Uniform Building Code**  3 units
Introduces the student to the purpose and use of the Uniform Building Code and prepares the student to make job site judgments based on the code. (A) (GR/P/NP)

**ARCH 321 International Building Code**  3 units
Introduces the student to the purpose and use of the International Building Code and prepares the student to make design and job site judgments based on the code. (A) (GR/P/NP)

**ART**

**ART 101 Art Appreciation**  3 units
Acceptable for credit: CSU, UC
A study of the visual arts as an expression of thought and culture. (F,S) (GR/P/NP)

**ART 103 Art History Survey—Ancient to Medieval**  3 units
Acceptable for credit: CSU, UC
A survey of painting, sculpture and architecture in the western world from the Paleolithic through the Gothic period. (F) (GR/P/NP)

**ART 104 Art History Survey—Renaissance to Modern** 3 units
Acceptable for credit: CSU, UC
Advisory: Art 103 is recommended.
A survey of painting, sculpture and architecture in the western world from Renaissance to modern times. (S) (GR/P/NP)

**ART 105 Art History Survey—Art of Mexico** 3 units
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. (A) (GR/P/NP)

**ART 106 Art of the 20th Century** 3 units
Acceptable for credit: CSU, UC
Advisory: ART 103 and ART 104
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. (A) (GR/P/NP)

**ART 107 Computer Fine Art** 3 units
Course may be repeated one time.
Acceptable for credit: CSU
An examination of the styles and techniques of computer fine art. (GR/P/NP)

**ART 108 Design 1 on the Computer** 3 units
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 GRPH 108. (F,S) (GR/P/NP)

**ART 109 Art History Survey—American Art** 3 units
Acceptable for credit: CSU, UC
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. (F,S) (GR/P/NP)

**ART 110 Design 1** 3 units
Acceptable for credit: CSU, UC
An introduction to the elements and principles of design. (F,S) (GR/P/NP)

**ART 112 Design Color Theory** 3 units
Acceptable for credit: CSU, UC
Prerequisite: ART 110 or ART 108 or GRPH 108
An intensive study and application of color theory. (S2) (GR/P/NP)

**ART 113 Three-Dimensional Design** 3 units
Acceptable for credit: CSU, UC
Prerequisite: ART 110
Investigates a series of spatial design problems as they might apply to professional fields, including architecture, interior design, display and sculpture. (A) (GR/P/NP)

**ART 115 Introduction to Animation** 3 units
Acceptable for credit: CSU
A lecture/lab introduction to animation production including classical character animation and nontraditional techniques. Lecture: 1.5 hours per week; lab 4.5 hours per week. This course is not open to students who are enrolled in or have received credit for FILM 115 or MMAC 115. (F,S) (GR/P/NP)

**ART 120 Drawing 1** 3 units
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. (F,S,U) (GR/P/NP)

**ART 121 Drawing 2** 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Prerequisite: ART 120
A continuation of ART 120 with greater emphasis on pictorial composition, style and color drawing techniques. (S) (GR/P/NP)

**ART 122 Life Drawing 1** 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Prerequisite: ART 120
A fundamental course in the study of the human figure including anatomy, form, movement and composition. (A) (GR/P/NP)

**ART 123 Life Drawing 2** 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Prerequisite: ART 120
A continuation of life drawing in the study of the human figure. (A) (GR/P/NP)

**ART 124 Mixed Media** 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Advisory: ART 110 or ART 125 or ART 129
An exploration of a variety of traditional and distinctly unique two-dimensional art media as they relate to drawing and painting mediums. (F) (GR/P/NP)

**ART 125 Painting in Acrylics 1** 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Advisory: ART 110 and ART 120 are recommended.
A study of acrylic painting techniques. (A) (GR/P/NP)

**ART 126 Painting in Acrylics 2** 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Prerequisite: ART 125
An intermediate course with emphasis on the development of an individual style in acrylic painting. (A) (GR/P/NP)

**ART 127 Painting in Watercolor 1** 3 units
Course may be repeated one time.
ART 122
Acceptable for credit: CSU, UC
Advisory: ART 110 and ART 120 are recommended.
A study of watercolor techniques. (A) (GR/P/NP)

ART 128 Painting in Watercolor 2  3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Prerequisite: ART 127
An intermediate course with emphasis on the development of an individual style in watercolor painting. (A) (GR/P/NP)

ART 129 Painting in Oils 1  3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Advisory: ART 110 and ART 120 are recommended
A study of oil painting techniques. (A) (GR/P/NP)

ART 130 Painting in Oils 2  3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Prerequisite: ART 129
An intermediate course with emphasis on the development of an individual style in oil painting. (A) (GR/P/NP)

ART 131 Portraits  1.5 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: ART 120
A study of portrait drawing and painting. (F,S) (GR/P/NP)

ART 132 Landscape  1.5 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
An examination of the styles and techniques of landscape painting and drawing. (F,S) (GR/P/NP)

ART 133 Painting the Figure 1  0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: ART 120 and completion of or concurrent enrollment in ART 122
Painting the human figure, exploring color, composition and style. Students may choose to work in acrylics, oils, watercolors, pastels or other painting media. (F,S) (GR/P/NP)

ART 134 Painting the Figure 2  0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
Prerequisite: ART 133
An intermediate course in painting the human figure, with emphasis on personal style. Students may choose to work in acrylics, oils, watercolors, pastels, or other painting media. (F,S) (GR/P/NP)

ART 149 Cooperative Work Experience: Occupational  1 to 8 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see “Cooperative Work Experience: Occupational.”

ART 150 Ceramics 1  3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
An introduction to low-fire clay and glaze processes, using hand-building forming techniques. (F,S,U) (GR/P/NP)

ART 161 Ceramics 2  3 units
Acceptable for credit: CSU, UC
Advisory: ART 160
A continuation of ART 160, including introduction to the potter’s wheel, mold making, slip casting and the extruder. Decorating techniques and all work continue in the low-fire temperature range. (F,S) (GR/P/NP)

ART 162 Ceramics 3  3 units
Acceptable for credit: CSU, UC
Advisory: ART 161
Advanced study in ceramics, including an introduction to reduction fired stoneware clay, glazes and decorating techniques. (F,S) (GR/P/NP)

ART 163 Ceramics Workshop 3 units
Acceptable for credit: CSU, UC
Advisory: ART 162
A continuation of ART 162 with individualized assignments. (F,S) (GR/P/NP)

ART 164 Sculpture 1  3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
A basic exploratory course in sculpture techniques and materials. (A) (GR/P/NP)

ART 165 Sculpture 2  3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Prerequisite: ART 164
A continuation of ART 164 with an emphasis on the development of an individual style using various sculpture materials and techniques. (A) (GR/P/NP)

ART 179, 379 Experimental Courses in Art 0.5 to 10 units
179 - Acceptable for credit: CSU, UC-DAT
For course description, see “Experimental Courses.”

ART 189 Independent Projects in Art  1 to 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see “Independent Projects.”

ART 199 Special Topics in Art  0.5 to 3 units
Acceptable for credit: CSU, UC
For course description, see “Special Topics.”

ART 380 Art Lab (Ceramics) 1  0.5 unit
Course may be repeated three times.
Corequisite: ART 160 or ART 161 or ART 162 or ART 163 as related to ceramics or ART 199 as related to ceramics.
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 380 and ART 381 for a total of four semesters. Students may not be concurrently enrolled in ART 380 and ART 381. (F,S) (P/NP)

ART 381 Art Lab (Ceramics) 2 1 unit
Course may be repeated three times.
Corequisite: ART 160 or ART 161 or ART 162 or ART 163 as related to ceramics or ART 199 as related to ceramics.
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 380 and ART 381 for a total of four semesters. Students may not be concurrently enrolled in ART 380 and ART 381. (F,S) (P/NP)

ART 382 Art Lab (Sculpture) 1 0.5 unit
Course may be repeated three times.
Corequisite: ART 164 or ART 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. (F,S) (P/NP)

ART 383 Art Lab (Sculpture) 2 1 unit
Course may be repeated three times.
Corequisite: ART 164 or ART 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. (F,S) (P/NP)

ASTRONOMY

ASTR 100 Elementary Astronomy 3 units
Acceptable for credit: CSU, UC
A survey course introducing the general principles and fundamental facts of astronomy. (F,S) (GR/P/NP)

ASTR 179 Experimental Courses in Astronomy 0.5 to 10 units
Acceptable for credit: CSU, UC-DAT
For course description, see “Experimental Courses.”

ASTR 189 Independent Projects in Astronomy 1 to 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see “Independent Projects.”

ATHLETIC TRAINING

ATH 104 Care/Prevention-Athletic Injuries 3 units
Acceptable for credit: CSU, UC
Advisory: Previous biology course is recommended.
Designed for prospective coaches, athletic trainers and health and physical education educators to aid in the recognition, evaluation and care of athletic injuries. Emphasizes techniques in taping, prevention and rehabilitation of injuries (F,S) (GR/P/NP)

ATH 106 Orthopedic Injury Assess/Rehab 3 units
Acceptable for credit: CSU
Prerequisite: ATH 104
Advisory: EMS 102, ENGL 101, BIOL 100 or equivalent
Designed for prospective kinesiology health professionals, including but not limited to athletic trainers, physical therapy aids, physical therapy assistants, physical therapists, health and physical education educators. The course will focus on the three areas of orthopedic care: theory and implementation of therapeutic modalities to athletic injuries; advanced recognition and assessment of orthopedic injuries; and application of rehabilitation programs for athletic injuries. F,S) (GR/P/NP)

AUTO BODY TECHNOLOGY

AB 330 Print Reading & Interpretation 3 units
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 AT 330 or ET 330 or MT 330. (A) (GR/P/NP)

AB 351 Auto Body Metal 3 units
Designed to give the student a basic knowledge of automotive body work, including the essentials of metal collision repair. (F,S) (GR/P/NP)

AB 353 Auto Body Repair 3 units
Prerequisite: AB 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. (S) (GR/P/NP)

AB 354 Selected Auto Body Paint Projects 1 unit
Course may be repeated three times.
Prerequisite: AB 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. (A) (GR/P/NP)

AB 355 Selected Auto Body Metal Projects 1 unit
Course may be repeated three times.
Prerequisite: AB 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 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. (A) (GR/P/NP)

AB 356 Automotive Painting Techniques 3 units
A study of automotive painting techniques, including the preparation of materials, types of equipment, characteristics of paints and techniques of paint application. (F) (GR/P/NP)
AB 358 Automotive Refinishing 3 units
Prerequisite: AB 356
The application of prepping, masking, painting and detailing materials in automotive refinishing. (S) (GR/P/NP)

AB 360 Collision and Painting Repairs 5 units
Prerequisite: AB 353 and AB 358
Designed to increase students' skill and knowledge in the areas of major collision repair, frame and chassis straightening and 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. (S) (GR/P/NP)

AB 379 Experimental Courses in Auto Body Technology 0.5 to 10 units
For course description, see "Experimental Courses."

AB 381 Industrial Mathematics 3 units
Advisory: Eligibility for MATH 511
Designed as the basic mathematics course 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 AB 330, ET 330 or WLDT 381. (A) (GR)

AB 389 Independent Projects in Auto Body Technology 1 to 3 units
Course may be repeated three times.
For course description see "Independent Projects."

AT 100 Automotive Fundamentals 4 units
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. (F,S) (GR/P/NP)

AT 133 Automotive Engine Rebuilding 5 units
Acceptable for credit: CSU
Prerequisite: AT 100
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. (F) (GR/P/NP)

AT 303 Automotive Electricity 4 units
Provides basic knowledge of the development and use of electricity in the modern automobile and the application of electricity in the service station. (F,S) (GR/P/NP)

AT 306 Auto Air Conditioning 1 unit
Prerequisite: AT 100
Covers the operating principles, troubleshooting, diagnosis and repair of automotive air conditioning systems as used on today's vehicles. (F) (GR/P/NP)

AT 313 Automotive Brakes 4 units
Prerequisite: AT 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. (F) (GR/P/NP)

AT 314 Suspension and Alignment 4 units
Prerequisite: AT 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)

AT 323 Power Trains 5 units
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. (F,S) (GR/P/NP)

AT 324 Automatic Transmissions 5 units
Prerequisite: AT 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. (S) (GR/P/NP)

AT 330 Print Reading and Interpretation 3 units
Acceptable for credit: CSU
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 AB 330, ET 330 or MT 330. (A) (GR/P/NP)

AT 334 Automotive Machining 5 units
Prerequisite: AT 100
An intensified course in automotive machining, it will emphasize student proficiency in machine operation. Content focuses on technological knowledge and methods used in today's automotive shops. (S) (GR/P/NP)

AT 341 Fuel Injection/Turbocharging 5 units
Advisory: AT 303 or concurrent enrollment in AT 303 or high school automotive electrical study.
This course provides theory and application of automotive fuel supply and fuel injection systems. The course includes basic engine, fuel supply, fuel injection, turbocharging, and computerized engine controls diagnosis and repair. (F,S2) (GR/P/NP)

AT 343 Engine Performance Diagnosis 5 units
Advisory: AT 341 or prior basic engine performance and fuel system training.
This course is designed to give students a basic knowledge of engine diagnostic tools and a working ability to diagnose engine performance problems. The course includes fuel, ignition, computerized engine controls, and emission controls related systems. (S,F2) (GR/P/NP)
### AUTOMOTIVE TECHNOLOGY 125

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### BIOLOGY

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<td>BIOL 150</td>
<td>Cellular Biology</td>
<td>5</td>
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BIOLOGY

BIOL 154 General Botany 5 units
Acceptable for credit: CSU, UC
Prerequisite: MATH 331 and BIOL 150 or BIOL 100A survey of the plant kingdom, including structure and functions, heredity, relation to environment, economic uses, identification, the role of plants in the ecosystem and important problems common to all plants. (S) (GR/P/NP)

BIOL 155 General Zoology 5 units
Acceptable for credit: CSU, UC
Prerequisite: MATH 331 and BIOL 150 or BIOL 100
An exploration of the organismic and populational aspects of the animal kingdom. Lecture topics emphasize animal ecology, animal behavior, vertebrate evolutionary trends and animal form and function. Laboratories investigate the comparative anatomy of invertebrate and vertebrate taxa. Satisfies the university requirement for a second semester of biology. (F) (GR/P/NP)

BIOL 179, 379 Experimental Courses in Biology 0.5 to 10 units
179 - Acceptable for credit: CSU, UC
For course description, see "Experimental Courses."

BIOL 189, 389 Independent Projects in Biology 1 to 3 units
Course may be repeated three times.
189 - Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

BIOL 199, 399 Special Topics in Biology 0.5 to 3 units
Acceptable for credit: CSU, UC-DAT
For course description, see "Special Topics."

BUSINESS

BUS 101 Introduction to Business 3 units
Acceptable for credit: CSU, UC
The nature of business, including principles, problems, practices, procedures and organization. (F,S,U) (GR/P/NP)

BUS 102 Marketing 3 units
Acceptable for credit: CSU
The study of marketing channels and institutions; market structure, organizations and behavior; retail, wholesale and industrial marketing; and governmental regulations. (F,S,U) (GR)

BUS 103 Advertising 3 units
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. (S) (GR/P/NP)

BUS 104 Business Organization & Management 3 units
Acceptable for credit: CSU
Advisory: BUS 302
A study of the structure of business firms and the principles of organization that determine departmental and lines of authority and responsibility. Covers management principles and function, including planning, organization and control within a business firm. (F,S,U) (GR)

BUS 106 Small Business Management 3 units
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 513
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 BUS 101 or BUS 103, which serve as introductions to further study in business administration. (F,S) (GR/P/NP)

BUS 107 Human Relations in Business 3 units
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 513
A study of human relations in business including multicultural and gender relationships in the workplace. (F,S,U) (GR)

BUS 110 Business Law: Contracts & Sales 3 units
Acceptable for credit: CSU
A study of the legal environment of business and a survey of the law of contracts, agency, bailments and sales. (F,S) (GR/P/NP)

BUS 111 Internet Marketing 3 units
Acceptable for credit: CSU
A study of methods to create, distribute, promote and price goods and services to a target market over the Internet. (A) (GR/P/NP)

BUS 121 Business Economics 3 units
Acceptable for credit: CSU
May be taken prior to or concurrently with ECON 101 or ECON 102.
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 non-competitive 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 ECON 121. (F) (GR)

BUS 130 Consumer and Family Finance 3 units
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 ECON 130 or FCS 130. (F,S) (GR/P/NP)

BUS 140 Survey of International Business 3 units
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. (F) (GR/P/NP)

BUS 141 Global Economics 3 units
Acceptable for credit: CSU, UC
Advisory: Completion or concurrent enrollment in ECON 101 or ECON 102 or ECON 121 or BUS 121
BUS 179, 379 Experimental Courses in Business 0.5 to 10 units
179 - Acceptable for credit: CSU, UC
For course description, see “Experimental Courses.”

BUS 189 Independent Projects in Business 1 to 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see “Independent Projects.”
Selected projects may be Tech Prep articulated.

BUS 199, 399 Special Topics in Business 0.5 to 3 units
199 - Acceptable for credit: CSU, UC
For course description, see “Special Topics.”

BUS 302 Essentials of Management 3 units
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 BUS 359 Essentials of Management. (F,S) (GR/P/NP)

BUS 303 Sales and Marketing 3 units
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 BUS 359 Sales and Marketing. (F,S) (GR/P/NP)

BUS 355 Issues in Internet Law 0.5 unit
Review of issues essential to understanding emerging Internet laws. Not open to students who have taken "Business Law: Series". (F,S,U) (P/NP)

BUS 356 Managing Organizations 0.5 unit
A look inside an organization to explore how organizational variables influence human behavior in the work place including culture, power, job design and decision making. (F,S,U) (P/NP)

BUS 357 Management: Listening 0.5 unit
This class focuses on active listening techniques which can increase understanding of instructions, reduce errors/omissions and build empathetic relationships. (F,S,U) (P/NP)

BUS 358 Managing Individuals 0.5 unit
Bring the best ‘you’ to the job. Explore how your personality and attitudes, perceptions and attributions, problem solving styles, stress levels and more affect job behavior and performance. (F,S,U) (P/NP)

BUS 360 Introduction to Supervision 0.5 unit
This class is designed to help managers develop supervisory skills needed to successfully manage a business enterprise. (F,S,U) (P/NP)

BUS 361 Your Leadership Style 0.5 unit
Students will identify their personal leadership style by reviewing a variety of conflict, communication and personality traits. (F,S,U) (P/NP)

BUS 362 Management: People Skills 0.5 unit
This class will examine personal and professional habits that enhance a leader’s ability to create and sustain a healthy and productive organization. (F,S,U) (P/NP)

BUS 363 Management: Conflict 0.5 unit
This class is designed to help organizational leaders learn how to resolve conflict and manage resistance in the workplace. (F,S,U) (P/NP)

BUS 364 Winning Business Plans 0.5 unit
This class prepares you to create a business plan. (F,S,U) (P/NP)

BUS 365 Managing Teams 0.5 unit
An introduction to effective strategies for team building in the workplace. (F,S,U) (P/NP)

BUS 366 Promoting a Small Business 0.5 unit
A course designed to help small business owners promote their business using effective advertising, sales promotion, public relations and budgeting techniques. (F,S,U) (P/NP)

BUS 367 Managing Change 0.5 unit
This course examines how organizations can adapt to their ever-changing environment and work with and through employees to implement change. (F,S,U) (P/NP)

BUS 368 Online Auctions 0.5 unit
A study of the business methods and advantages of selling and buying using online auctions. Online secured financial transactions will also be covered. (F,S,U) (P/NP)

BUS 369 Employment Law 0.5 unit
An overview of employment laws and their impact on organizational policies, procedures and practices. (F,S,U) (P/NP)

BUS 370 Ethics and Integrity 0.5 unit
An examination how organizations can shape ethical conduct. Both the managers’ and individuals’ role in promoting ethical behavior is examined. (F,S,U) (P/NP)
BUS 371 Sexual Harassment Law 0.5 unit
An examination of laws, techniques, tools and skills needed for prevention of sexual harassment in the workplace. (F,S,U) (P/NP)

BUS 372 Workplace Diversity 0.5 unit
An examination of the various components of diversity in the workplace, the impacts and benefits of diversity and the means to avoid diversity-related workplace conflicts. (F,S,U) (P/NP)

BUS 373 Forming a Small Business 0.5 unit
An examination of laws forms and procedures required to form a small business. (F,S,U) (P/NP)

BUS 374 Business Incorporation 0.5 unit
An examination of laws, forms and procedures required to incorporate a business. (F,S,U) (P/NP)

BUS 375 Patents & Copyrights 0.5 unit
An examination of laws, forms and procedures required to establish and protect patents and copyrights. (F,S,U) (P/NP)

BUS 376 Strategic Planning 0.5 unit
An examination of techniques, tools and skills needed for developing and leading the strategic planning process. (F,S,U) (P/NP)

BUS 377 Managing Service Quality 0.5 unit
An introduction to strategies to build and maintain outstanding customer service. (F,S,U) (P/NP)

BUS 378 Effective Sales Methods 0.5 unit
Develops a working appreciation of the selling process, successful persuasive marketing communication methods and strategies, including sales presentations and closes. (F,S,U) (P/NP)

BUS 379 Customer Service: Series 3 units
Review of skills/knowledge essential to those working in customer service. Not open to students who have taken any of the following BUS 359 courses: Managing Service Quality; Management: Verbal; Management: Listening; Management: Conflict; Management: People Skills; or Ethics and Integrity. (F,S,U) (P/NP)

BUS 380 Marketing Strategies 0.5 unit
Learn how to develop “winning” marketing plans, including strategies for product, brand, channel, communications and pricing. (F,S,U) (P/NP)

BUS 381 Entering Global Markets 0.5 unit
Learn the essentials required to enter global markets including details on sales channels, financing, cultural, legal and economic factors. (F,S,U) (P/NP)

BUS 382 Advertising & PR Strategies 0.5 unit
Introduces integrated marketing communications strategies for developing productive advertising and maintaining positive public relations. (F,S,U) (P/NP)

BUS 386 Business Résumé Writing 1 unit
This course will help students learn how to create and maintain a professional résumé and cover letter. Students will apply résumé writing techniques to develop an effective personal résumé. This course will also assist job seekers in preparing to interview with prospective employers. (S,U) (P/NP)

BUS 387 Executive Leadership: Series 3 units
Review of skills/knowledge essential to business/non-profit executives. Not open to students who have taken any of the following BUS 359 courses: Executive Leadership; Your Leadership Style; Strategic Planning; Managing Organizations; Managing Change; or Management: People Skills. (F,S,U) (P/NP)

BUS 389 Customer Service: Series 3 units
Review of skills/knowledge essential to those working in customer service. Not open to students who have taken any of the following BUS 359 courses: Managing Service Quality; Management: Verbal; Management: Listening; Management: Conflict; Management: People Skills; or Ethics and Integrity. (F,S,U) (P/NP)

BUS 390 Business Law: The Series 3 units
Review of skills/knowledge essential to those interested in business law. Not open to students who have taken one or more of the “Business Law: The Series” modules. (F,S,U) (P/NP)

BUS 391 Human Resource Mgt: Series 3 units
Review of skills/knowledge essential to Human Resources Managers. Not open to students who have taken any of the following BUS 359 courses: Employment Law, Sexual Harassment Law/Prevention; Workplace Diversity; Performance Measurement; Ethics and Integrity; or Management Conflict. (F,S,U) (P/NP)

BUS 392 Performance Evaluation 0.5 unit
Techniques, tools, and skills needed for effective employee performance evaluation are presented. (F,S,U) (P/NP)

BUS 393 Business Report Writing 0.5 unit
Effective written business communications, including proper report writing techniques, employee evaluations and memos. Includes review of punctuation, grammar, style and clarity. (F,S,U) (P/NP)

BUS 394 Management: Verbal 0.5 unit
This class is designed to help leaders improve their verbal communication skills. Students will learn how to improve the design and transmittal of their messages. (F,S,U) (P/NP)

BUS 395 Business Incorporation 0.5 unit
Laws, forms and procedures required to incorporate a business. (F,S,U) (P/NP)

BUS 396 Performance Measurement 0.5 unit
Learn to design and utilize recurring performance measurements tied to budgetary program cost centers. (F,S,U) (P/NP)

BUS 397 Executive Leadership 0.5 unit
The real worth of an organization’s values come from what is practiced rather than merely professional. This highly interactive workshop prepares organizational leaders to turn their good intentions into action and to build staff commitment and team building. (F,S,U) (P/NP)

BUS 398 Efficient Meetings 0.5 unit
A review of techniques that lead to efficient and effective meetings. Ways to foster participation, decision making and action are highlighted. (F,S,U) (P/NP)

CHEMISTRY

CHEM 110 Chemistry and Society 4 units
Acceptable for credit: CSU
CHEM 120 Introductory Chemistry 4 units
Acceptable for credit: CSU, UC-CL
Prerequisite: MATH 311 or MATH 313/314
An introductory course emphasizing the principles and practices of chemistry for the student having no prior background in chemistry. Not open to students who have received credit for CHEM 100. (F,S,U) (GR/P/NP)

CHEM 140 Introductory Organic Chemistry 4 units
Acceptable for credit: CSU, UC
Prerequisite: CHEM 100 or CHEM 120
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. (S) (GR/P/NP)

CHEM 150 General Chemistry 1 5 units
Acceptable for credit: CSU, UC
Prerequisite: CHEM 100 or CHEM 120 (or equivalent) and MATH 331 (or equivalent)
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. (F,S) (GR/P/NP)

CHEM 151 General Chemistry 2 5 units
Acceptable for credit: CSU, UC
Prerequisite: CHEM 150
A continuation of CHEM 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. (F,S) (GR/P/NP)

CHEM 179 Experimental Courses in Chemistry 0.5 to 10 units
179 - Acceptable for credit: CSU, UC
For course description, see “Experimental Courses.”

CHEM 189 Independent Projects in Chemistry 1 to 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects.”
CBIS 318 Programming for the Web  3 units
Prerequisite: CBIS 327
Advisory: CS 102
An introduction to programming and scripting for the development of Web-based business solutions. Emphasizes program concepts to develop Web pages that include client-side and server-side scripting. Students taking this course should have a basic knowledge of programming. (F,S) (GR/P/NP)

CBIS 321 Internet Business Applications  3 units
Advisory: CBIS 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 websites, searching for and registering domain names and analyzing business websites. (F,S) (GR/P/NP)

CBIS 327 Building Business Web Sites  3 units
Advisory: CBIS 373
An introductory course to advanced computer business website development that consists of website design, accessibility, usability and troubleshooting. Presents skills necessary to create professional-looking Business Web pages using images, tables, tags, cascading style sheets, forms, libraries, behaviors and timelines. Includes uploading and maintaining pages on an Internet server site. Learn Macromedia Dreamweaver. (F,S) (GR/P/NP)

CBIS 330 Database Management and Concepts  3 units
Advisory: CBIS 101
This course provides a comprehensive foundation in practical database design and implementation covering a range of database types in a variety of formats. Data modeling, implementation with SQL (Structured Query Language), database performance, database security and connectivity with the Web are all covered. Students taking this course should be competent in the use of office applications and the operating system. (F,S) (GR/P/NP)

CBIS 334 Database Security and Auditing  3 units
Advisory: CBIS 330 or CBIS 142.
A course in security techniques used when developing and maintaining database applications. Design secure applications from the beginning and defend from attacks. Learn database security for business applications. Students should have previous database development experience. (F,S) (GR/P/NP)

CBIS 336 Web DB Programming-PHP/ASP  3 units
Prerequisite: CBIS 327 and CBIS 330
Advisory: CS 102
A course on developing dynamic, database-driven websites, and implementing Web-based business solutions. Manage databases on the Web using server-side scripting with PHP (Hypertext Preprocessor) and ASP (Active Server Pages). Students taking this course should understand Web page and database development. (F,S) (GR/P/NP)

CBIS 337 Presentation Design-PowerPoint  3 units
Advisory: CBIS 373 or knowledge of Windows.
An introduction to computer-based business presentations and their development using PowerPoint. This course is not open to students who are enrolled in or have received credit for CBOT 337. (F,S) (GR/P/NP)

CBIS 343 Applied Project Management  1.5 units
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. (F,S) (GR/P/NP)

CBIS 371 Intro to Excel  1 unit
Provides the student with an introduction to the use Microsoft Excel. This course covers fundamentals of spreadsheet design; data entry, use of formulas and operators, charting information, and printing worksheets and graphs. (F,S,U) (P/NP)

CBIS 372 Intro to Access  1 unit
Provides the student with an introduction to the use of a database management program such as Microsoft Access 2010. (F,S,U) (P/NP)

CBIS 373 Intro to Windows  1 unit
Provides students with an introduction to the use of Windows, the most widely used operating system for PC computers. Course covers fundamentals of Windows; managing the desktop; managing files and folders; personalizing and customizing your computer; and using Windows applications. (F,S,U) (P/NP)

CBIS 381 Introduction to Mac OS  1 unit
Provides the students with an introduction to the current Macintosh operating system. This is a hands-on, self-paced course with flexible hours. (F,S,U) (GR/P/NP)

CBIS 382 Office Apps for the Mac  2 units
Advisory: CBIS 381
An introduction to Microsoft Office applications using a Mac computer. (F,S,U) (GR/P/NP)

CBIS 399 Special Topics in Computer Business Information Systems  0.5 to 3 units
Acceptable for credit: CSU, UC
For course description, see “Special Topics.”

CBOT 100 Keyboarding  1 unit
Acceptable for credit: CSU
This course is Tech Prep articulated.
Elementary keyboarding by touch techniques for those who need to develop keyboarding and keypad skills necessary for using computer keyboards. (F,S,U) (GR/P/NP)

CBOT 131 Intro to Word Processing  3 units
Acceptable for credit: CSU
This course is Tech Prep articulated
Advisory: Ability to keyboard 25 words per minute
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. (F,S,U) (GR/P/NP)
CBOT 132 Advanced Word Processing  3 units
Acceptable for credit: CSU
This course is Tech Prep articulated
Advisory: CBOT 131
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 hyperlinks, bookmarks, and cross-references; completing a mail merge; and recording macros and saving documents using different file formats. (F,S) (GR/P/NP)

CBOT 189, 389 Independent Projects in Computer Business Office Technology  1 to 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

CBOT 302 Records Management  2 units
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. (F,S) (GR/P/NP)

CBOT 305 Legal Office Procedures  3 units
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. (F,S) (GR/P/NP)

CBOT 312 Keyboarding Speed and Development  1 unit
Course may be repeated two times.
This course is Tech Prep articulated.
Advisory: CBOT 100
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. (F,S,U) (GR/P/NP)

CBOT 333 Business Desktop Publishing  3 units
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. (S) (GR/P/NP)

CBOT 334 Administrative Office Procedures  3 units
Advisory: CBOT 131
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. (F,S) (GR/P/NP)

CBOT 336 Intro to Internet Explorer  1 unit
An introductory course in the use of browser software, explaining how to use tabbed browsing, advanced Web searches, search engines, managing favorites, using email and subscribing to newsgroups and RSS feeds. (F,S) (P/NP)

CBOT 337 Presentation Design-PowerPoint  3 units
Advisory: CBIS 373 or knowledge of Windows
A comprehensive course in computer-based business presentations and their development using PowerPoint. This course is not open to students who are enrolled in or have received credit for CBIS 337. (F,S) (GR/P/NP)

CBOT 340 Intro to Voice Recognition  1 unit
Advisory: CBIS 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. (F,S) (P/NP)

CBOT 360 Word – Basics  1 unit
An introductory course in the basics of word processing. Learn to create letters, memos, reports, tables and flyers using word processing software. (F,S,U) (P/NP)

CBOT 361 Intro PowerPoint  1 unit
An introductory course in using presentation design software. Students will learn how to create dynamic presentations with animation, transitions and graphics. Students will also learn how to use templates and modify design themes. (F,S,U) (P/NP)

CBOT 362 Intro to MS Publisher  1 unit
Advisory: Basic knowledge of Microsoft Windows
An introductory course in the basics of desktop publishing. Learn to create newsletters, brochures, flyers, logos and business cards using desktop publishing software. This is a with flexible hours. (P/NP) (F,S,U)

CBOT 379 Experimental Courses in Computer Business Office Technology  0.5 to 3 units
For course description, see "Experimental Courses."

CEL 103 Cabling & Fiber Optics  2 units
Acceptable for credit: UC
Introductory hands-on course focusing on industry and aerospace standard single and multi-conductor wiring, termination, soldering and fiber optics. The course will introduce wiring and fiber characteristics and fabrication techniques using a variety of cable and termination types. Hands-on experimentation is designed to reinforce the studied theory and applications. Study units also contain lessons that concentrate on communication aspects, system design and most importantly, troubleshooting. (F,S,U) (GR/P/NP)

CEL 104 Introduction to Robotics & Mechatronics  3 units
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 EL 104 or ET 104. (F,S) (GR/P/NP)

CEL 128 Renewable Energy 3 units
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 EL 128 or ET 128. (A) (GR/P/NP)

CEL 131 PLCs & Industrial Control Design 3 units
Acceptable for credit: CSU
Prerequisite: EL 125 or CS 141
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 EL 131 or ET 131. (A) (GR/P/NP)

CEL 133 Mechatronic Systems 1 3 units
Acceptable for credit: CSU
Prerequisite: ET 104, CEL 104 or EL 104
This is a hands-on mechatronic systems course that focuses on the electromechanical concepts (mechanics, electronics and programming) of automated systems. Emphasis is placed on how industrial grade sensors and transducers function and how they are interfaced into control systems. Study topics include transducers and sensors for light, heat, motion, pressure and position control; 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 EL 133 or ET 133. (A) (GR/P/NP)

CEL 139 Electrical Power, Motors, & Controls 3 units
Acceptable for credit: CSU
Prerequisite: EL 122 and EL 125 or CS 141
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 EL 139 or ET 139. (A) (GR/P/NP)

CEL 162 Fluid Power and Control 2 units
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 EL 162 or ET 162. (A) (GR/P/NP)

CS 102 Introduction to Computing with HTML 3 units
Acceptable for credit: CSU, UC
Advisory: CBOT 100
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. (F,S) (GR)

CS 111 Fundamentals of Programming 1 4 units
Acceptable for credit: CSU, UC
Prerequisite: MATH 311. Advisory: CS 102
Introduces 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. . (F,S) (GR)

CS 112 Fundamentals of Programming 2 4 units
Acceptable for credit: CSU, UC
Design, implementation and testing of object-oriented software. Introduction to classes, objects, encapsulation, interfaces, inheritance, polymorphism, algorithms (sort, search, recursion), abstract data types (list, stacks, queues, trees), data structures, pointers, dynamic allocation, traversal using iterators, file I/O, and exceptions. Students will develop applications using class hierarchies and abstract data types. (F,S) (GR/P/NP)

CS 131 Computer Organization 4 units
Acceptable for credit: CSU
Prerequisite: CS 111
Introduction to computer architecture and assembly language programming. Topics include data representation and conversion, assembly language programming, digital design, and basic processor architecture. (GR)

CS 161 Discrete Structures 3 units
Acceptable for credit: CSU, UC
Prerequisite: MATH 181 and either CS 121 or 111 or CS 175
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. (S2) (GR)

CS 175 Object-Oriented Programming 3 units
Acceptable for credit: CSU, UC
Prerequisite: MATH 311 Advisory: CS 111
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. (F) (GR)

CS 179, 379 Experimental Courses in Computer Sciences 0.5 to 10 units
179 - Acceptable for credit: CSU, UC-DAT
For course description, see "Experimental Courses."

CS 181 Game Programming 3 units
Prerequisite: CS 111  Advisory: CS 112
Acceptable for credit: CSU, UC
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. (F,S) (GR)

CS 189 Independent Projects in Computer Science 1 to 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

CS 199, 399 Special Topics in Computer Science 0.5 to 3 units
199 - Acceptable for credit: CSU, UC-DAT
For course description, see "Special Topics."

COOPERATIVE WORK EXPERIENCE

CWE 149 Cooperative Work Experience: Occupational 1 to 8 units
Course may be repeated four times.
Acceptable for credit: CSU
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 eight units of credit per semester not to exceed 16 units in total. Any units earned in any other Cooperative Work Experience (CWE 149 or any discipline specific 149) will be included in the 16 unit maximum.

CWE 149 is appropriate for 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. (F,S,U) (GR/P/NP)

CWE 302 Cooperative Work Experience: General 1 to 3 units
Course may be repeated two times.

COOPERATIVE WORK EXPERIENCE

CWE 302 Cooperative Work Experience: General 1 to 3 units
Course may be repeated two times.

COS 301 Introduction to Cosmetology 6 units
Prerequisite: Levels of placement on the START test are required: READ 510 or higher, ENGL 512 or higher, MATH 531
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)

COS 302 Advanced Cosmetology 6 units
Prerequisite: COS 301 with grade C or higher
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 1,600 hours in order to qualify to take the licensure examination and become eligible to practice as a cosmetologist. (GR)

COS 310 Manicuring 6 units
Prerequisite: Levels of placement on the START test are required: READ 510 or higher, ENGL 512 or higher, MATH 531
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 in water and oil manicuring, hand and arm massage, complete pedicure procedures, massage and nail analysis. (GR)

CULINARY ARTS

CA 118 Beverage Management 1 unit
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. (F) (GR/P/NP)

CA 119 Introduction to Hospitality Industry 2 units
Acceptable for credit: CU
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. (F) (GR/P/NP)

CA 120 Principles of Foods 1 4 units
Acceptable for credit: CU
Advisory: MATH 511
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. This course is not open to students who are enrolled in or have received credit for FCS 120. (F) (GR/P/NP)

CA 121 Basic Baking and Pastry 3 units
Acceptable for credit: CU
Advisory: CA 120 or FCS 120 and MATH 511
The study of equipment, skills and procedures used in commercial bakeries. Includes practical application in the production of a wide variety of quick yeast breads and cookies. (F) (GR/P/NP)

CA 122 Advanced Baking & Pastry 3 units
Acceptable for credit: CU
Prerequisite: CA 121 or FCS 121
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. (F) (GR/P/NP)

CA 123 Principles of Foods 2 2 units
Acceptable for credit: CU
Prerequisite: CA 120 or FCS 120
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 dressings, sandwiches, hors d'oeuvres, Grande Manger, breakfast foods, bakeshop and international cuisine. This course is not open to students who are enrolled in or have received credit for FCS 123. (F) (GR/P/NP)

CA 124 Sanitation, Safety & Equipment 3 units
Acceptable for credit: CU
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 current recommended practices including local, state and federal regulations. (S) (GR/P/NP)

CA 125 Supervision & Training 3 units
Acceptable for credit: CU
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. (F) (GR/P/NP)

CA 126 Food Production Cost, Control 3 units
Acceptable for credit: CU
Advisory: MATH 511
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. (A) (GR/P/NP)

CA 129 Catering & Events Management 3 units
Acceptable for credit: CU
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. (S) (GR/P/NP)

CA 199, 399 Special Topics in Culinary Arts 0.5 to 3 units
199 - Acceptable for credit: CU, UC-DAT
For course description, see “Special Topics.”

CA 323 Specialty & Wedding Cakes 1 unit
Course may be repeated two times.
Advisory: CA 120 or FCS 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. (S,U) (GR/P/NP)

CA 324 Cake Decorating & Decorative Work 1 unit
Course may be repeated two times.
Advisory: CA 120 or FCS 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. (F) (GR/P/NP)

DANCE

DANC 101 Dance Appreciation 3 units
Acceptable for credit: CU, UC
An overview of the development of dance as an art form from its historical roots to contemporary trends, emphasizing multicultural/gender issues. (F) (GR/P/NP)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 110</td>
<td>Beginning Modern Dance</td>
<td>2</td>
<td>Study at the intermediate level of movements appropriate to classical music, including turns, beats, and grand allegro. Students have the opportunity to develop ballet performing skills. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)</td>
</tr>
<tr>
<td>DANC 111</td>
<td>Intermediate Modern Dance</td>
<td>2</td>
<td>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. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)</td>
</tr>
<tr>
<td>DANC 115</td>
<td>Advanced Modern Dance</td>
<td>3</td>
<td>Study at the advanced 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. Attendance of AHC dance concert is required. This is a lecture/lab course. (A) (GR/P/NP)</td>
</tr>
<tr>
<td>DANC 120</td>
<td>Beginning Ballet</td>
<td>2</td>
<td>An introduction to the fundamentals of ballet movements at the barre. Movements with emphasis on proper body placement, alignment, control, agility, rhythm and strength. This is a lecture/lab course.</td>
</tr>
<tr>
<td>DANC 121</td>
<td>Intermediate Ballet</td>
<td>2</td>
<td>An introduction to the fundamentals of ballet movements at the barre. Movements with emphasis on proper body placement, alignment, control, agility, rhythm and strength. This is a lecture/lab course.</td>
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<tr>
<td>DANC 126</td>
<td>Clinic in Ballet Barre</td>
<td>0.5</td>
<td>Emphasizes complex work in the Russian and Italian ballet traditions, including turns, beats, and grand allegro. Attendance of AHC dance concert is required. This is a lecture/lab course. (A) (GR/P/NP)</td>
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<td>DANC 130</td>
<td>Beginning Jazz</td>
<td>2</td>
<td>An introduction to the basic movements appropriate to contemporary jazz music, emphasizing exercises that develop body stretch and flexibility, and improve rhythmic abilities and movement coordination. Covers different jazz styles, including rock, modern jazz and theater dance.</td>
</tr>
<tr>
<td>DANC 131</td>
<td>Intermediate Jazz</td>
<td>2</td>
<td>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. Attendance of AHC dance concert is required. This is a lecture/lab course.</td>
</tr>
<tr>
<td>DANC 135</td>
<td>Advanced Jazz</td>
<td>3</td>
<td>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. Attendance of AHC dance concert is required. This is a lecture/lab course.</td>
</tr>
<tr>
<td>DANC 137</td>
<td>Beginning Folklorico</td>
<td>2</td>
<td>An introduction to the fundamentals of movements appropriate for Mexican folklórico and dances of Spain, emphasizing exercises to improve rhythmic abilities and</td>
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<td>DANC 137</td>
<td>Beginning Folklorico</td>
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<td>An introduction to the fundamentals of movements appropriate for Mexican folklórico and dances of Spain, emphasizing exercises to improve rhythmic abilities and</td>
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</tr>
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</table>
movement coordination. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)

**DANC 142 Intermediate Folklorico** 0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: DANC 140
An intermediate study of traditional dance from both Mexico and Spain. This is a lab course. (GR/P/NP) (F,S,U)

**DANC 145 Folklorico Zapateados** 0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: DANC 140
Perform beginning and low intermediate Folklorico footwork from various regions of Mexico. This is a lab course. (A) (GR/P/NP)

**DANC 148 Folklorico Concert Production** 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Limitation on enrollment: Audition
Beginning Folklorico students will use their performance skills in a Folklorico concert. This is a lecture/lab course. (F,S) (GR)

**DANC 151 Clinic in Tap** 0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
An introduction to the basic movements of tap dancing, emphasizing styles of musical theater as related to tap. This is a lab course. (U) (P/NP)

**DANC 152 Beginning Tap** 2 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: ENGL 514
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. Attendance of AHC dance concert is required. This is a lab course. (F,S) (GR/P/NP)

**DANC 153 Intermediate Tap** 2 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: ENGL 514 and DANC 152
A study of intermediate level movements of tap dancing and freestyle rhythmic forms, emphasizing styles of musical theater as related to tap. Attendance of AHC dance concert is required. This is a lecture/lab course. (F,S) (GR/P/NP)

**DANC 154 Pointe & Partnering Clinic** 1 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: DANC 121
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. This is a lecture/lab course. (U) (P/NP)

**DANC 155 Clinic in Pilates** 0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
An introduction to Pilates-based exercise techniques. (A) (P/NP)

**DANC 156 Techniques for Stretch** 1 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: ENGL 514
Designed to help students increase range of motion while decreasing injuries associated with improper preparation for physical activities. While the class is particularly important for dancers and athletes, all students can benefit. Attendance of AHC dance concert is required. This is a lab course. (A) (GR/P/NP)

**DANC 160 Clinic in Ballet** 0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
A study of fundamental ballet techniques, focusing on building basic stretch and strength for the student. This is a lab course. (A) (GR/P/NP)

**DANC 161 Clinic in Intermediate Ballet** 0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: DANC 120 or DANC 160
A study in intermediate ballet, focusing on the classical style. This is a lab course. (A) (P/NP)

**DANC 162 Clinic in Jazz** 0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
A study of fundamental dance techniques in contemporary forms, emphasizing building strength and stretch and learning rhythmic forms to contemporary music. This is a lab course. (U) (P/NP)

**DANC 163 Clinic in Intermediate Jazz** 0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: DANC 130 or DANC 162
A study of intermediate dance techniques in the contemporary styles. Emphasis on complex rhythmic movements. This is a lab course. (A) (P/NP)

**DANC 164 Clinic in Modern Dance** 0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
A study of basic modern dance techniques including warm-ups, locomotor moves, combinations, improvisation and terminology. A live performance concludes the session. This is a lab course. (A) (P/NP)

**DANC 165 Clinic in Hip Hop** 0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
An introduction to hip hop dance. This is a lab course. (A) (P/NP)

**DANC 167 Clinic in Intermediate Tap** 0.5 unit
Course may be repeated three times
Acceptable for credit: CSU, UC
Advisory: DANC 151 or DANC 152
A study of complex tap rhythms.  (S)  (P/NP)

DANC 168 Clinic in Stretch  0.5 unit
Course may be repeated one time.
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 its muscles.  While the class is particularly
important to dancers and athletes, all students can benefit.
(U)  (P/NP)

DANC 170 Music for Dancers  1 unit
Acceptable for credit: CSU, UC
Advisory: DANC 110, DANC 120 or DANC 130
The study of music and basic rhythms as they relate to
dance, including quality, phrasing and extensive practice in
counting and moving to music.  (U)  (GR)

DANC 171 Dance Composition/Choreography  3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: ENGL 514, DANC 111, DANC 121 or DANC 131
An exploration of movement expression through improvisa-
tion and choreographic exercises for the intermediate
dance student.  Students have an opportunity to work on
choreography as a complete concert piece.  (U)  (GR)

DANC 172 Beginning Ballroom Dance  0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
Students will learn basic ballroom dances including the
rhumba, cha-cha, fox trot, waltz, tango, swing and samba.
(P/NP)

DANC 174 Intermediate Ballroom  0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: DANC 172
A study of complex ballroom dances including cha-cha,
tango, rhumba, samba, fox trot, waltz, jive and pasodoble at
the intermediate level.  (A)  (P/NP)

DANC 175 Clinic in Salsa  0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
An introduction to salsa as a social dance form.  (U)  (P/NP)

DANC 176 Choreography Field Work  2 units
Course may be repeated three times
Acceptable for credit: CSU
Advisory: ENGL 514
Presents intermediate level projects in choreography that will
lead to a performance.  (U)  (GR)

DANC 178 Intermediate Social Dance  0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: DANC 175
A study of complex Latin and jitterbug dance forms.  Partner
lifts will be explored.  (A)  (P/NP)

DANC 179, 379 Experimental Courses in Dance
  0.5 to 10 units
179 - Acceptable for credit: CSU, UC-DAT
For course description, see “Experimental Courses.”

DANC 180 Performance Lab  3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: ENGL 514
Limitation on enrollment: Audition
Provides an opportunity for dance students to utilize all the
performance and choreographic skills used in dance
performance, including performing on campus in informal
concerts and in a major concert in the college theatre.
(F,S)  (GR)

DANC 181 Ensemble Summer Production  2 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Limitation on enrollment: Audition
Provides the opportunity for the career-oriented dance
performer to work in a repertory company culminating in a
main stage concert.  The student will be challenged with the
rigors of professional experience among practicing
professional artists who collaborate in choreography,
rehearsal, technical preparation and self-analysis.  Students
may take DANC 181 and DANC 183 or any combination of
the two up to a total of four classes.  (S) (GR)

DANC 182 Technical Production Lab  3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Limitation on enrollment: Audition
Provides an opportunity for students to develop and apply
technical expertise and skills utilized in dance performance,
including lighting, costuming, set/prop design, construction
and publicity.  (F,S)  (GR)

DANC 184 Summerdance Production  2 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Limitation on enrollment: Audition
An intensive course providing the student with an opportunity
to experience all the skills used as a performer and
choreographer in dance performance.  (U)  (GR)

DANC 185 Introduction to Performance Skills  3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: ENGL 514
Limitation on enrollment: Audition
An introductory skills class in performance techniques.
Provides opportunity for students to learn and perfect
performing skills used in a dance performance.  (F,S)  (GR)

DANC 186 Dance Production  2 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Advisory: ENGL 514
Limitation on enrollment: Audition
Provides an opportunity for dance students to learn and use all the performance skills to mount a major concert. (F,S,U) (GR)

DANC 189 Independent Projects in Dance  1 to 3 units
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

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.

DA 310 Exploring Career Opportunities  3 units
Limitation on enrollment: Admittance to Dental Assisting program.
An exploration of dental health career options. Provides information that enables students to make informed decisions about future career pathways. (F,S,U) (P/NP)

DA 314 Introduction to Bio-Dental Science  3 units
Limitation on enrollment: Admittance to Dental Assisting program.
Presents 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. (F) (GR)

DA 317 Dental Assisting Theory  7 units
Limitation on enrollment: Admittance to Dental Assisting program.
Advisory: ENGL 100 or ENGL 101.
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. It focuses on the dental assisting theory. (F) (GR)

DA 318 Basic Dental Assisting Skills  3 units
Limitation on enrollment: Admittance to Dental Assisting program
Advisory: ENGL 100 or ENGL 101
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. It focuses on the dental assisting skills. (F) (GR)

DA 319 DA Administrative Skills  3 units
Limitation on enrollment: Admittance to Dental Assisting program
Advisory: ENGL 100 or ENGL 101
This course includes professional and ethical issues facing the dental professional and emphasizes compliance with OSHA and HIPAA regulations and professional licensing requirements. Business skills are reviewed and developed for practical application in the office. Skills include clinical charting systems, communication skills as they relate to patient management, inventory management, appointment book management, patient recall systems and other related administrative duties. Employment strategies are discussed. Dental software is utilized. (F) (GR)

DA 325 Clinical Dental Procedures  3 units
Limitation on enrollment: Admittance to Dental Assisting program or successful completion of first and second semester dental assisting courses.
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. (S) (GR)

DA 326 Dental Radiography  4 units
Limitation on enrollment: Admittance to Dental Assisting Program or successful completion of first and second semester dental assisting courses.
This course covers the principles and procedures related to dental radiography, history, radiation physics and biological effects, protection procedures and safety guidelines. It 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 State Dental Board certificate will be issued upon successful completion of the course. (S) (GR)

DA 327 Dental Screening  0.5 unit
Limitation on enrollment: Admittance to Dental Assisting Program or successful completion of first and second semester dental assisting courses.
Provides clinical experiences in dental screening skills. Emphasis is on performing four-handed chair-side dental assisting, identifying and recording patient clinical findings of intra-oral and extra-oral dental examinations. Eligible patients would be provided with the opportunity to schedule subsequent dental appointments in radiography, coronal polish and pit and fissure sealants clinics. (S) (GR)

DA 328 Pit & Fissure Sealants  1 unit
Limitation on enrollment: Admittance to Dental Assisting Program or success completion of program requirements or current Registered Dental Assistant license.
The course provides theory and clinical applications of resin materials and pit and fissure sealants on developing teeth to prevent cavities. (S) (GR)

DA 329 Dental Assisting Practicum  5 units
Limitation on enrollment: Admittance to Dental Assisting program or successful completion of first and second semester dental assisting courses.
The course provides supervised learning experiences in the various applications of dental assisting skills. (S) (GR)

DA 330 Coronal Polish  1 unit
Limitation on enrollment: Admittance to Dental Assisting Program or successful completion of first and second semester dental assisting courses.
This course meets the requirements of the California Board of Dentistry. It includes techniques for removal of pellicle, plaque and extrinsic stain from the clinical crown. Students
will be evaluated on adherence to sterilization and infection control policies and procedures as well as actual provision of care on three dental patients. (S) (GR)

**DA 331 Infection Control in Dentistry** 0.5 unit  
This course is designed to train dental professionals in the latest OSHA and CDS concepts of infection control. It includes modes of disease transmission and prevention of HBV and HIV. It focuses on sterilization and surface disinfection. It reviews the safe handling of chemical hazards in dentistry. The course will enable the dental assistant to understand and comply with OSHA regulations. (GR/P/NP)

**DA 332 RDA Law and Ethics** 0.5 unit  
Limitation on enrollment: Admittance to Dental Assisting Program or successful completion of first and second semester dental assisting courses.  
The course prepares students to take the California Dental law and ethics examination. It covers the licensure requirements, scope of practice of the registered dental assistant, revocation of license and ethical standards of practice. (S) (GR)

**DA 348 RDA - Success Seminar** 0.5 unit  
Limitation on enrollment: Admittance to Dental Assisting Program or successful completion of first and 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. (S) (GR)

**DA 380 Dental Assisting Skills Lab** 0.5 unit  
Course may be repeated two times.  
Limitation on enrollment: Admittance to dental assisting program or successful completion of first and second semester dental assisting courses.  
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. (F,S) (P/NP)

**DRAMA**

**DRMA 101 Applied Professional Acting I** 10 units  
*Acceptable for credit: CSU, UC*  
Limitation on enrollment: Completion of the program application and procedures for enrollment.  
Advisory: Eligibility for ENGL 101 or ENGL 301.  
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 the actor's instrument and process from the specific standpoint of the professional actor. 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. 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. (F) (GR)

**DRMA 102 Applied Professional Acting II** 10 units  
*Acceptable for credit: CSU, UC*  
Limitation on enrollment: Audition and interview.  
Prerequisite: DRMA 101  
A continuation of DRMA 101, with emphasis on individual development. (S) (GR)

**DRMA 103 Theatre Appreciation** 3 units  
*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. (A) (GR/P/NP)

**DRMA 104 Introduction to Acting** 3 units  
*Acceptable for credit: CSU, UC*  
An introduction to the techniques of the actor, emphasizing theatre games, improvisation, pantomime, observation, concentration and sense memory. (F,S) (GR/P/NP)

**DRMA 106 Intermediate Acting/Scene Study** 3 units  
*Acceptable for credit: CSU, UC*  
Prerequisite: DRMA 104  
Advisory: Eligibility for ENGL 101 or ENGL 301  
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. (F,S,U) (GR/P/NP)

**DRMA 110 History of the World Theatre 1** 3 units  
*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. (S) (GR/P/NP)

**DRMA 111 History of the World Theatre 2** 3 units  
*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. (F) (GR/P/NP)

**DRMA 112 Theatre Production Laboratory** 3 units  
Course may be repeated three times.  
*Acceptable for credit: CSU, UC*  
Limitation on enrollment: Completion of the program application and procedures for enrollment  
Advisory: Eligibility for Math 311  
The exploration and development of a theatrical production in a lab environment. Students apply the necessary skills for the process of mounting a professional theatrical production. (F,S,U) (GR)

**DRMA 113 Performance Laboratory** 3 units  
Course may be repeated three times.  
*Acceptable for credit: CSU, UC*  
Prerequisite: Completion of the program application and procedures for enrollment
Advisory: Eligibility for ENGL 100 or ENGL 101
In this intensive laboratory course, the student can apply and develop all of the skills utilized in dramatic performances. Students may spend 10 or more hours with the instructor dealing with different production situations, working under pressure to meet unchanging deadlines, and engaging in actual performance experiences. Therefore, absence from a production laboratory meeting is allowed only with prior approval of the instructor. (F,S,U) (GR)

DRMA 114 Intro to Theatre Laboratory 1 unit
Course may be repeated three times.
Acceptable for credit: CSU
Prerequisite: Completion of the program application and procedures for enrollment.
Advisory: Eligibility for ENGL 101 or ENGL 301
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. (F,S,U) (GR/P/NP)

DRMA 115 Repertory Theatre 10 units
Course may be repeated three times.
Acceptable for credit: CSU
Limitation on enrollment: Audition or interview.
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 or house and stage management. Within the framework of preparation for touring repertory theatre, the student is challenged with the rigors of a professional experience among practicing professional artists who collaborate in a program of lecture, rehearsal, technical preparation, self-analysis and discussion. (U) (GR/P/NP)

DRMA 118 Intro to Technical Theatre Lab 1 unit
Course may be repeated three times.
Acceptable for credit: CSU
Limitation on enrollment: Interview with PCPA Theaterfest's Production Manager.
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. (S) (GR/P/NP)

DRMA 120 Adv Professional Acting I 10 units
Acceptable for credit: CSU, UC
Prerequisite: DRMA 102
Limitation on enrollment: Audition and interview.
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 team-taught by the drama faculty and staff in conjunction with resident and guest artists. (F) (GR)

DRMA 121 Adv Professional Acting II 10 units
Acceptable for credit: CSU, UC
Prerequisite: DRMA 120
Limitation on enrollment: Audition and interview.
A continuation of DRMA 120 with specific emphasis on personal acting problems. (S) (GR)

DRMA 122 Stage Management 2 units
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 101 or ENGL 301
Limitation on enrollment: Completion of the program application and procedures for enrollment.
An exploration of basic stage managerial skills for organizing, preparing and fulfilling theatrical production from inception through rehearsal and performance. (F,S) (GR)

DRMA 123 Theatre Graphics 2 units
Acceptable for credit: CSU, UC
Advisory: Eligibility for ENGL 101 or ENGL 301
Limitation on enrollment: Completion of the program application and procedures for enrollment.
Expects 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. (F,S) (GR)

DRMA 124 Scenery Stagecraft 2 units
Acceptable for credit: CSU, UC
Prerequisite: Completion of the program application and procedures for enrollment.
Advisory: Eligibility for ENGL 101 or ENGL 301
An exploration of stagecraft with 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. (F,S) (GR)

DRMA 125 Properties Stagecraft 2 units
Acceptable for credit: CSU, UC
Advisory: Eligibility for ENGL 101 or ENGL 301
Limitation on enrollment: Completion of the program application and procedures for enrollment.
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. (F,S) (GR)

DRMA 126 Script Analysis for Technicians 2 units
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 101 or ENGL 301
Limitation on enrollment: Completion of the program application and procedures for enrollment.
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. (F) (GR)

**DRMA 128 Makeup for Stage/TV** 3 units

*Acceptable for credit: CSU*

This course will offer the student a practical guide to the theory and practice of makeup for theatre, film and television. Students will become familiar with traditional approaches to makeup, special effects and prosthetics. Various conceptual and technical problems will be studied and solved. (F,S) (GR)

**DRMA 136 Design & Technology–Sets 1** 2 units

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 123

The first of two courses that explores fundamental set design and drafting techniques, including hand drafting, computer applications such as Vectorworks, set model construction and black and white elevation development. (F,S) (GR)

**DRMA 137 Design & Technology–Sets 2** 1 unit

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 136

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. (F,S) (GR)

**DRMA 140 Design & Technology–Lights 1** 2 units

*Acceptable for credit: CSU, UC*

Limitation on enrollment: Completion of the program application and procedures for enrollment.

Advisory: Eligibility for ENGL 101 or ENGL 301

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 black and white elevation development. Hand and computer color techniques will be explored. Required for all technical theatre majors. (F,S) (GR)

**DRMA 141 Design & Technology–Lights 2** 1 unit

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 140

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. (F,S) (GR)

**DRMA 151 Design & Technology–Costumes 1** 2 units

*Acceptable for credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or ENGL 301

Limitation on enrollment: Completion of the program application and procedures for enrollment.

The first of two courses that explores the fabrics, tools and techniques used in costume and soft goods construction for theatrical application. Hand sewing and machine sewing techniques, basic garment and project construction and theatrical decoration are emphasized. (F,S) (GR)

**DRMA 152 Design & Technology–Costumes 2** 1 unit

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 151

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. (F,S) (GR)

**DRMA 161 Design & Technology–Sound 1** 2 units

*Acceptable for credit: CSU, UC*

Prerequisite: Completion of the program application and procedures for enrollment.

Advisory: Eligibility for ENGL101 or ENGL 301

The first of two courses that explores through lecture, demonstration and lab projects the mechanics of sound, the production process for a variety of playback systems, the function and proper use of equipment and developing a critical ear. Required for all technical theatre majors. (F,S) (GR)

**DRMA 162 Design & Technology–Sound 2** 1 unit

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 161

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. (F,S) (GR)

**DRMA 165 Scene Painting 1** 1 unit

*Acceptable for credit: CSU*

Advisory: Eligibility for ENGL 101 or ENGL 301

Limitation on enrollment: Completion of the program application and procedures for enrollment.

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. (F,S) (GR)

**DRMA 166 Scene Painting 2** 2 units

*Acceptable for credit: CSU*

Prerequisite: DRMA 165

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. (F,S) (GR)

**DRMA 173 Project Development in Theatrical Design** 1 unit

Course may be repeated three times.

*Acceptable for credit: CSU, UC*

Prerequisite: DRMA 124 and DRMA 125 and DRMA 136 and DRMA 140 and DRMA 151 and DRMA 161.

Corequisite: Completion of or concurrent enrollment in DRMA 177

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. (S) (GR)

**DRMA 175 Advanced Scenery Stagecraft** 1 unit

**Acceptable for credit:** CSU, UC

Prerequisite: DRMA 124

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 DRMA 125 permitted. Required for all technical theatre majors. (F,S) (GR)

**DRMA 176 Advanced Properties Stagecraft** 1 unit

**Acceptable for credit:** CSU, UC

Prerequisite: DRMA 125

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. (F,S) (GR)

**DRMA 177 Scenography** 2 units

**Acceptable for credit:** CSU

Prerequisite: DRMA 124 and DRMA 125 and DRMA 136 and DRMA 140 and DRMA 151 and DRMA 161.

Corequisite: DRMA 173

The study, integration and presentation of technical components as applied to a theatrical production. Provides an opportunity for skills application in a collaborative environment. (S) (GR)

**DRMA 178 Basic Competencies in Technical Theater** 6 units

**Acceptable for credit:** CSU

Course may be repeated three times.

Advisory: Eligibility for ENGL 301 or ENGL 101

Corequisite: DRMA 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 in professional theater. Production safety, construction, materials, tools, communication, theory and practice are explored in a lecture environment. Required for all technical theatre majors. (S) (GR)

**DRMA 179, 379 Experimental Courses in Drama** 0.5 to 10 units

179 - **Acceptable for credit:** CSU, UC-DAT

For course description, see "Experimental Courses."

**DRMA 189, 389 Independent Projects in Drama** 1 to 3 units

**Acceptable for credit:** CSU, UC-DAT

For course description, see "Independent Projects."

**DRMA 199 Special Topics in Drama** 0.5 to 3 units

199 - **Acceptable for credit:** CSU, UC

For course description, see "Special Topics."

**DRMA 301 Actors’ Ensemble** 6 units

Course may be repeated three times.

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. (F,S) (GR)

**DRMA 302 Internship in Technical Theatre** 6 units

Course may be repeated three times.

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. (F,S) (GR)

**DRMA 303 Advanced Participation in Theatrical Production** 1 unit

Course may be repeated three times.

Limitation on enrollment: Course includes public performances, limitation based on interview and/or portfolio review.

A focused vocational course offering the opportunity for theatre practitioners to update, develop and refine their skills on a specific topic in a professional theatre setting. Under the supervision of the professional staff, the students hone theatre skills and expand résumés and portfolios through their participation in the development and performance of a variety of theatrical productions in a repertory season. (S) (GR)

**DRMA 304 Internship in Theatrical Production** 10 units

Course may be repeated four times.

Limitation on enrollment: Course includes public performances, limitation based on interview and/or portfolio review.

A vocational course offering the opportunity for theatre practitioners to update, develop and refine their skills in a professional theatre setting. Under the supervision of the professional staff, the students hone theatre skills and expand résumés and portfolios through their participation in the development and performance of a variety of theatrical productions in a repertory season. (S) (GR)

**DRMA 401 Prof Theatre Dance Styles** 2 units

An introduction to theatre dance styles appropriate to professional classic and contemporary musical theatre productions, emphasizing exercises which develop body stretch and strength and improve rhythmic abilities and movement coordination. The course covers different musical theatre styles including ballet, modern, jazz and tap dance. Students will learn techniques for choreography acquisition and how to succeed in professional dance audition calls. (F,S) (GR)
ECS 100 Child Growth and Development  3 units  
Acceptable for credit:  CSU, UC  
Advisory: ENGL 513  
The study of the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors, as well as insights into child development research methodology.  (F,S,U)  (GR/P/NP)

ECS 101 Child, Family and Community  3 units  
Acceptable for credit:  CSU, UC  
Advisory: ENGL 513  
An examination of the historical and cultural factors which influence the reciprocal socialization of the child within the context of family, classroom and the community. Issues addressed include the effects of divorce, single parenthood, rapid cultural change, child care, the media, working with culturally diverse families, parent-school relations, children with disabilities, child abuse prevention and the effects of stress and trauma in all children's lives.  (F,S,U)  (GR/P/NP)

ECS 102 Child Health, Safety & Nutrition  3 units  
Acceptable for credit:  CSU  
Advisory: ENGL 513  
Introduction to the laws, regulations, standards, policies and procedures, and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health, and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children.  (F,S,U)  (GR/P/NP)

ECS 104 Principles and Practices of Teaching Young Children  3 units  
Acceptable for credit:  CSU  
Advisory: ENGL 513  
An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs and environments, emphasizing the key role of relationships, constructive adult-child interactions and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity.  (F,S)  (GR/P/NP)

ECS 105 Observation and Assessment  3 units  
Acceptable for credit:  CSU  
Prerequisite: ECS 100  
Advisory: ENGL 513  
This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play and learning for use in collaborative partnerships with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios and multiple assessment tools are explored.  (F,S)  (GR/P/NP)

ECS 106 Introduction to Early Childhood Curriculum  3 units  
Acceptable for credit:  CSU  
Prerequisite: ECS 105  
The study of planning developmentally appropriate early childhood curriculum and classroom environments. Students will examine the teacher's role in supporting children's development and joy of learning through observation, environment assessment and implementation of various curriculum activities. Several assignments will require students to work with children in an Early Childhood Center. Students must have completed successfully ECS 105 with a grade of C or better  (F,S)  (GR/P/NP)

ECS 111 Supervision & Administration  3 units  
Acceptable for credit:  CSU  
Prerequisite: ECS 106  
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.  (S)  (GR/P/NP)

ECS 112 Preschool Child with Special Needs  3 units  
Acceptable for credit:  CSU  
Prerequisite: ECS 100  
Provides an overview of the characteristics of "special needs" preschool children and considers those educational approaches most suited to their particular needs.  (S)  (GR/P/NP)

ECS 113 Infant Intervention  3 units  
Acceptable for credit:  CSU  
Prerequisite: ECS 100 and ECS 112  
Designed to acquaint students with the characteristics of atypical infants and toddlers, age 0-3 years; assessment; family/professional partnerships; and 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.  (S,A)  (GR/P/NP)

ECS 114 Parent/Child Relationships  3 units  
Acceptable for credit:  CSU  
Advisory: ENGL 514  
Examines socio-cultural and psychological perspectives on parent/child relationships by investigating typical and atypical child-rearing patterns from infancy through adolescence. Analysis covers developmental issues between parents and children, the nature of permanent relationships and effective models of parental practices.  (F,S)  (GR/P/NP)

ECS 115 Caring for Infants & Toddlers  3 units  
Acceptable for credit:  CSU  
Advisory: ECS 100  
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.  (F)  (GR/P/NP)

ECS 116 Teaching in a Diverse Society  3 units  
Acceptable for credit:  CSU  
Advisory: ECS 100 and ENGL 513  
Examination of the development of social identities in diverse societies including theoretical and practical
implications of oppression and privilege as they apply to all children, families, programs, classrooms and teaching. The course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. This course is designed to help students recognize and confront barriers that interfere with their ability to work effectively with diverse populations through using various strategies and to enhance skills needed to educate children in a pluralistic society.

(F,S) (GR/P/NP)

ECS 117 Teaching the Hispanic Child  3 units
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. (F) (GR/P/NP)

ECS 118 Practicum: Preschool  3 units
Acceptable for credit: CSU
Prerequisite: ECS 106  Advisory: ENGL 513
This course includes 4.5 hours of supervised practicum teaching in the preschool area of the Allan Hancock College’s Children’s Center lab school. The accompanying seminar focuses on teaching goals and strategies, reflections, in-sights, accomplishments and challenges specific to working with preschool age children. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. No concurrent enrollment is allowed in ECS 118 and ECS 119. (F,S,U) (GR/P/NP)

ECS 119 Practicum: Infant/Toddler  3 units
Acceptable for credit: CSU
Prerequisite: ECS 106  Advisories: ENGL 513 and ECS 115
This course involves 4.5 hours of supervised practicum teaching in the infant/toddler area of the Allan Hancock College’s 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. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. No concurrent enrollment is allowed in ECS 118 and ECS 119. (F,S,U) (GR/P/NP)

ECS 120 Mentor Teacher & Adult Supervision  2 units
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. (F) (GR)

ECS 121 Family Child Care Business  2 units
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. (F) (GR/P/NP)

ECS 122 Positive Child Guidance  3 units
Acceptable for credit: CSU
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. (F,S) (GR/P/NP)

ECS 125 Curriculum for School-Age Children  3 units
Acceptable for credit: CSU
Advisory: ECS 100 and ECS 101
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. (F,S) (GR/P/NP)

ECS 130 Exploring Teaching  3 units
Acceptable for credit: CSU, UC
Advisory: Eligibility for ENGL 101
Introduces concepts and issues related to teaching diverse learners in today’s contemporary public schools. Topics include teaching as a profession and career, contemporary educational issues, California’s content and performance standards and frameworks and requirements for earning the teaching credential. A 48-hour structured field experience provides opportunities to observe and work in a variety of educational settings. Not open to students who are enrolled in or have completed EDUC 130. (F,S) (GR)

ECS 132 Child - Identity & Learning  3 units
Acceptable for credit: CSU
Advisory: ECS 100 or PSY 101
Child development concepts applied to all aspects of the elementary school-age child; special emphasis on multi-cultural 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 EDUC132. (S) (GR)

ECS 133 Technology for Educators  3 units
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 EDUC 133. (F,S) (GR/P/NP)

ECS 149 Cooperative Work Experience: Occupational  1 to 8 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see "Cooperative Work Experience: Occupational."

**ECS 179, 379 Experimental Courses in Early Childhood Studies**

- **0.5 to 10 units**
- **179 - Acceptable for credit: CSU, UC-DAT**

For course description, see "Experimental Courses."

**ECS 189 Independent Projects in Early Childhood Studies**

- **1 to 3 units**
- **Acceptable for credit: CSU, UC-DAT**

For course description, see "Independent Projects."

**ECS 199, 399 Special Topics in Early Childhood Studies**

- **0.5 to 3 units**
- **199 - Acceptable for credit: CSU, UC-DAT**

For course description, see "Special Topics."

**ECS 303 Intro to Early Childhood**

- **2 units**
- **Advisory: ENGL 513**

An introduction to the early childhood program and profession that includes exploration of basic technology skills necessary for the Early Childhood Studies student, examination of career opportunities, professional development, and the personal and professional characteristics required in the field of early care and education. (F,S) (GR/P/NP)

**ECS 310 Art for Young Children**

- **0.5 unit**

Designed to familiarize students with the theories and techniques of art for young children. (GR/P/NP)

**ECS 311 Creating Learning Materials**

- **0.5 unit**

Designed to acquaint students with multicultural teaching strategies and multicultural curriculum materials suitable for use with young children. (GR)

**ECS 312 Music Activities for Young Child**

- **0.5 unit**

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)

**ECS 315 Discipline: Effective/Caring Approach**

- **0.5 unit**

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)

**ECS 320 Administration: Staff Leadership**

- **1 unit**
- **Prerequisite: ECS 105**

Review of effective leadership styles in the administration of early childhood programs that result in improved staff communication and job performances. (GR)

**ECS 321 Administration: Professional Ethics**

- **1 unit**
- **Prerequisite: ECS 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)

**ECS 322 Administration: Parents as Partners**

- **1 unit**
- **Prerequisite: ECS 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)

**ECS 323 Infants in Family Child Care**

- **1 unit**

Infant and toddler care giving 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. (S) (GR/P/NP)

**ECON 101 Principles of Macro-Economics**

- **3 units**
- **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. (F,S,U) (GR)

**ECON 102 Principles of Micro-Economics**

- **3 units**
- **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. (F,S,U) (GR)

**ECON 121 Business Economics**

- **3 units**
- **Acceptable for credit: CSU**

May be taken prior to or concurrently with ECON 102.

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 BUS 121. (F,S,U) (GR)

**ECON 130 Consumer and Family Finance**

- **3 units**
- **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 BUS 130 or PFS 130. (F,S,U) (GR/P/NP)

**ECONOMICS**
### ELECTRONICS

**ECON 141 Global Economics**  
3 units  
**Acceptable for credit:** CSU, UC  
Advisory: Completion or concurrent enrollment in ECON 101 or ECON 102 or ECON 121 or BUS 121.  

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 BUS 141 or GBST 141. (F,S,U) (GR/P/NP)

**ECON 199, 399 Special Topics in Economics**  
0.5 to 3 units  

199 - **Acceptable for credit:** CSU, UC-DAT  
For course description, see “Special Topics.”

**EL 104 Intro to Robotics & Mechatronics**  
3 units  
**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 CEL 104 or ET 104. (F,S) (GR/P/NP)

**EL 105 PC Care & Upgrade**  
3 units  
**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 have received credit for CS 105. (F,S) (GR/P/NP)

**EL 106 Network Essentials 1**  
3 units  
**Acceptable for credit:** CSU  
Advisory: EL105 and EL 125  
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 CEL 106. (F,S) (GR/P/NP)

**EL 107 Network Essentials 2**  
3 units  
**Acceptable for credit:** CSU  
Prerequisite: EL 106 or CS 106  
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 have received credit for CS 107. (F,S) (GR/P/NP)
EL 108 Network Essentials 3 2 units
Acceptable for credit: CSU
Prerequisite: EL 107 or CS 107
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 EL 108 or have received credit for EL 108 or CS 108. (F,S) (GR/P/NP)

EL 109 Network Essentials 4 2 units
Acceptable for credit: CSU
Prerequisite: EL 108 or CS 108
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 have received credit for CS 109. (F,S) (GR/P/NP)

EL 111 Fundamentals of DC Circuit Analysis 1.5 units
Acceptable for credit: CSU
Prerequisite: MATH 311.
Advisory: Concurrent enrollment in EL 112.
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, inductors, filters, RC and RL time constants, applications of Kirchhoff laws to multiple source series-parallel circuits, complex numbers and network theorems. This course is not open to students who are enrolled in or have received credit for EL 111. (F,S) (GR/P/NP)

EL 112 Fundamentals of DC Circuit Analysis Lab 1 unit
Acceptable for credit: CSU
Prerequisite: Completion of or concurrent enrollment in EL 111.
Provides the student with practical experiences for the comprehension of DC electrical concepts introduced in EL 111 and also presents the proper use of electronic test instrumentation for the measurement of circuit parameters. (F,S) (GR/P/NP)

EL 113 Fundamentals of AC Circuit Analysis 1.5 units
Acceptable for credit: CSU
Prerequisite: Completion of or concurrent enrollment in EL 111. Concurrent enrollment in EL 114.
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. (F,S) (GR/P/NP)

EL 114 Fundamentals of AC Circuit Analysis Lab 1 unit
Acceptable for credit: CSU
Prerequisite: EL 112 and completion of or concurrent enrollment in EL 113.
Provides the student with practical experiences for the comprehension of AC electrical concepts introduced in EL 113 and to present the proper use of electronic test instrumentation for the measurement of circuit parameters. Safety and trouble-shooting concepts are presented in each laboratory assignment. (F,S) (GR/P/NP)

EL 118 Fundamentals of Circuit Analysis 3 units
Acceptable for credit: CSU
Prerequisite: MATH 311.
Corequisite: Concurrent enrollment in EL 112 and EL 114 or EL 119.
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. This course is not open to students who are enrolled in or have received credit for EL 111 or EL 113. (F,S) (GR/P/NP)

EL 119 Fundamentals of DC & AC Circuits Analysis Lab 2 units
Acceptable for credit: CSU
Prerequisite: Completion of or concurrent enrollment in EL 118.
Practical experience for the comprehension of DC and AC electrical concepts introduced in EL 118 and also presents the proper use of electronic test instrumentation for the measurement of circuit parameters. (F,S) (GR/P/NP)

EL 122 Electronic Devices & Circuits 3 units
Acceptable for credit: CSU
Prerequisite: EL 113 and EL 114 or EL 118 and EL 119.
Advisory: Concurrent enrollment in EL 123
Introductory study of semiconductor devices and systems. A detailed analysis of Diodes, BJTs and FETs, biasing techniques, active circuits, Thyristers and optoelectronic components and linear integrated circuits. (F) (GR)

EL 123 Electronic Devices & Circuits Lab 2 units
Acceptable for credit: CSU
Prerequisite: EL 113 and EL 114 or EL 118 and EL 119 and completion of or concurrent enrollment in EL 122
Provides the opportunity for students to apply theoretical semiconductor concepts in a laboratory environment. Major area of emphasis: Diodes, BJTs, FETs, Thyristers, optoelectronic devices and linear integrated circuits. (F) (GR)
EL 125 Digital Devices & Circuits 3 units
Acceptable for credit: CSU
Prerequisite: EL 113 and EL 114 or EL 118 and EL 119
Advisory: Concurrent enrollment in EL 126
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. (F,S) (GR)

EL 126 Digital Devices & Circuits Lab 2 units
Acceptable for credit: CSU
Prerequisite: EL 113 and EL 114 or EL 118 and EL 119 and completion of or concurrent enrollment in EL 125
Digital electronics laboratory designed to parallel Digital Devices and Circuits EL 125. Emphasis in this lab course is placed on 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. (F,S) (GR)

EL 128 Renewable Energy 3 units
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 EL 128 or ET 128. (A) (GR/P/NP)

EL 131 PLCs & Industrial Control Design 3 units
Acceptable for credit: CSU
Prerequisite: EL 125 or CS 141
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 CEL 131 or ET 131. (A) (GR/P/NP)

EL 133 Mechatronic Systems 1 3 units
Acceptable for credit: CSU
Prerequisite: ET 104 or CEL 104 or EL 104
This is a hands-on mechatronics systems course that focuses on the electromechanical concepts (mechanics, electronic and programming) of automated systems. Emphasis is placed on how industrial grade sensors and transducers function and how they are interfaced into control systems. Study topics include: transducers and sensors for light, heat, motion, pressure and position control; switching devices; input and output signal conditioning; continuous, closed-loop and proportional integral derivative process control; and safety. (A) (GR/P/NP)

EL 135 Electronic Measurement and Instrumentation Lab 3 units
Acceptable for credit: CSU
Prerequisite: EL 122 and EL 123 and EL 125 and EL 126.
Advisory: Concurrent enrollment in EL 136 is recommended. 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 an overview of Automated Test Equipment (ATE) systems. (F) (GR)

EL 136 Electronic Measurement and Instrumentation Lab 2 units
Acceptable for credit: CSU
Prerequisite: EL 122 and EL 125 or CS 141
A study of electronic systems, 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 CEL 139 or ET 139. (A) (GR/P/NP)

EL 138 Electronic Design and CAD 2 units
Acceptable for credit: CSU
Prerequisite: EL 122 or EL 125
A study of product fabrication emphasizing mechatronic applications and designs. Topics include the design process; CAD 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. (S) (GR/P/NP)

EL 142 Fluid Power & Control 2 units
Acceptable for credit: CSU
Prerequisite: EL 142 or EL 125
A study of fluid power emphasizing the operational features and 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 CEL 162 or ET 162. (A) (GR/P/NP)

EL 179, 379 Experimental Courses in Electronics 0.5 to 10 units
179 - Acceptable for credit: CSU, UC-DAT
For course description, see "Experimental Courses."
EL 189 Independent Projects in Electronics 1 to 3 units
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

EL 399 Special Topics in Electronics 0.5 to 3 units
For course description, see "Special Topics"

EL 320 A+ Certification 2 units
Advisory: EL 105
Computer repair and maintenance with a focus on prepara-
tions required for achieving the industry standard Comp TIA 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 have received credit for CS 320. (F,S) (GR/P/NP)

EL 332 Wireless Network Administrator 3 units
A study of the basic concepts and technologies of wireless data networking. Includes basic RF theory, WiFi infra-
structure, 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 have received credit for CS 332. (A) (GR/P/NP)

EL 333 Intro to Network Security 2 units
Prerequisites: EL 106 or CS 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 have received credit for CS 333. (F,S) (GR/P/NP)

EMS 102 First Aid & Safety 3 units
Acceptable for credit: CSU, UC
This course provides American Red Cross first aid and CPR "layperson" training as a citizen responder in addition to providing FEMA’s Community Emergency Response Team (CERT) training that will prepare the student to deliver basic emergency care during a disaster prior to the arrival of professional emergency responders. Upon successful completion of the course, the student will receive an American Red Cross first aid and layperson level CPR card as well as a FEMA CERT certificate of completion. This course is not open to students who have received credit for PE 102. (F,S,U) (GR)

EMS 130 Principles of Emergency Management 3 units
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 FT 130. (F,S,U) (GR)

EMS 134 Internship Seminar 1 unit
Acceptable for credit: CSU; UC-DAT
Corequisite: EMS 149 or CWE 149
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. (F,S) (GR)

EMS 149 Cooperative Work Experience: Occupational 1 to 8 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see “Cooperative Work Experience: Occupational.

EMS 300 Intro to Emergency Medical Services 1 unit
Course may be repeated 99 times.
Prerequisite: EMS 300 and completion of or concurrent enrolment in EMS 306
Advisory: ENGL 514 or equivalent.
This beginning-level academy module meets and exceeds the U.S. Department of Transportation EMT National Standard Curriculum for students desiring eligibility for certification as an EMT in the state of California. State certification as an EMT 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 material will be required. Enrollment is done through an application process. This course may be repeated as often as necessary for the purpose of recertification. (F,S,U) (GR)

EMS 301 EMS Academy 1A (EMT) 6 units
Course may be repeated 99 times.
Prerequisite: EMS 300 and completion of or concurrent enrolment in EMS 306
Prerequisite: Emergency Medical Technicas 1 Basic Certification or concurrent enrollment in EMS 301
Corequisite: LE 341 and ENVT 156
Advisory: Completion of or concurrent enrollment in ENGL 514 or equivalent.
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, automobile extrication, rope rescue, helicopter safety, hazardous materials, preparing to apply for jobs in related field, medical- and trauma-based scenarios and physical fitness and agility training. An academy uniform, gym suit and related materials will be required. (F,S) (GR)

EMS 303 Paramedic Prep 1.5 units
Designed to prepare students for paramedic study. Topics include the structure and function of the human body as it applies to paramedic-level training. (F,S) (GR/P/NP)
EMS 304 EMT Clinical Experience 1.5 units
Prerequisite: EMS 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. (S,U) (GR/P/NP)

EMS 306 CPR for Healthcare Providers 0.5 unit
Course may be repeated 99 times.
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 optional American Heart Association Healthcare CPR card. This course may be repeated as necessary to maintain certification. (F,S) (GR)

EMS 307 Wilderness First Aid & Survival 2 units
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. (F,S) (P/NP)

EMS 309 Basic Trauma Life Support 1 unit
Course may be repeated 99 times.
Presents basic and advanced pre-hospital 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. (F,S) (GR/P/NP)

EMS 310 Child Care First Aid & CPR 0.5 unit
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 one year) and a CA Child Care First Aid certificate (valid for two years). (F,S) (GR/P/NP)

EMS 313 Intermediate ICS 1st Responders 1 unit
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 WFT 303. (F,S) (GR/P/NP)

EMS 314 Adv ICS 1st Responders ICS-400 1 unit
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 WFT 304. (F,S) (GR/P/NP)

EMS 315 Ambulance Strike Team Provider 1 unit
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 EMS 359 Ambulance Strike Team Provider. (F,S) (P/NP)

EMS 316 Ambulance Strike Team Leader 1 unit
Prerequisite: Completion of application process
Corequisite: WFT 301 and WFT 302
Advisory: WFT 303 and ENVT 156
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 EMS 359 – Ambulance Strike Team Leader. (F,S) (P/NP)

EMS 319 Emergency Response to Terrorism 3 units
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 FT 319. (A) (GR/P/NP)

EMS 320 Response to HazMat Incidents 2 units
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. (F,S) (GR/P/NP)

EMS 321 Advanced Cardiac Life Support 1 unit
Course may be repeated 99 times.
Presents advanced cardiac life support care. Includes American Heart Association ACLS certification and 16 hours of CEUs for EMT-1, paramedics and registered nurses. (S,U) (GR/P/NP)

EMS 322 Pediatric Advanced Life Support 1 unit
Course may be repeated 99 times.
Covers pediatric advanced cardiac life support care. Includes American Heart Association PALS certification and 16 hours of CEUs for EMT-1, paramedics and registered nurses. (S,U) (GR/P/NP)

EMS 325 Lifeguard Certification 2 units
Course may be repeated 99 times.
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. (S) (GR/P/NP)

EMS 328 Wilderness EMS-Wilderness Travel 1.5 units
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. (F,S) (GR/P/NP)
Title 22, Division 9, of the California Code of Regulations

Course content is based on the guidelines and authority of complete paramedic training in the State of California. The course meets 320 hours of the 1,032 hours required to become a Certified Emergency Medical Technician (EMT) or an Emergency Medical Responder (EMR) in the state of California.

ENVT 338.  (F,S)  (GR/P/NP)

Medical Technician-Basic Standard National Curriculum. This course covers the basics of anatomy, physiology, and pharmacology. It includes cardiovascular, respiratory, and gastrointestinal systems and their functions. It is designed for students who are enrolled in or have received credit for FT 338 or FT 338A.

EMS 333 Paramedic Theory 10 units
Prerequisite: EMS 302 or Current California EMT-1 (Basic) certification. EMS 303, plus a minimum of six months verified experience as an EMT-1 (Basic) responding to emergency medical responses within the past two years.

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 1,032 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 of Regulations and the U.S. Department of Transportation Emergency Medical Technician-Basic Standard National Curriculum.

EMS 337 Wilderness EMS Aircraft 2 units
A study of the basic skills required to perform safe and effective aircraft search techniques during search and rescue operations in a wilderness or remote location. Sixteen hours of CEUs for Emergency Medical Technicians and paramedics are available.

EMS 338 Land Navigation 1.5 units
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 have received credit for FT 338 or ENVT 338.

EMS 343 Paramedic Clinical Laboratory 7.5 units
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.

EMS 347 Search & Rescue Management 2 units
A study of the basic skills needed to effectively manage a wilderness/remote area search and rescue operation. This course may be repeated 99 times.

EMS 350 Essentials of Search & Rescue 3 units
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 16 hours of CEU's for EMT-1 and paramedics.

EMS 353 Paramedic Field Internship 10 units
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 completed 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.

EMS 360 Man Tracking 1 0.5 unit
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 GPS use. POST certified and eight hours of CEUs for EMT-1 and paramedics are available.

EMS 362 Man Tracking 2 0.5 unit
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 footgear. POST certified and eight hours of CEUs for EMT-1 and paramedics are available.

EMS 378 EMT Wilderness Transition 2.5 units
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.

EMS 388 Searching with K-9 Teams 2.5 units
An introduction to the history and training techniques of the canine (K-9) search and rescue team. Skills used to assist the K-9 handler in the wilderness and remote areas will be covered.

EMS 401 EMT 1 (Basic) Refresher 1.5 units
Course may be repeated 99 times.

Prerequisite: Current EMT-1 certification and professional rescuer or health care provider CPR certification.

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.

EMS 407 Wilderness 1st Aid Refresher 0.5 unit
Course may be repeated 99 times.

Prerequisite: EMS 307

Satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Services. May be repeated as often as necessary for the purposes of certification.

EMS 408 Disaster Survival & Preparedness 0.5 unit
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.

Prerequisite: Current PHTLS certification.

Review of pre-hospital trauma life support basic and advanced concepts and skills. Student receives PHTLS recertification, and eight hours of CEUs for EMT-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification.

EMS 409 PHTLS Refresher 0.5 unit
Course may be repeated 99 times.

Prerequisite: Current PHTLS certification.
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<tr>
<th>Course</th>
<th>Units</th>
<th>Notes</th>
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<tbody>
<tr>
<td>EMS 410 EMT 1 Basic Skills Refresher Module A</td>
<td>0.5 unit</td>
<td>Course may be repeated 99 times.</td>
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<tr>
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<td>A review of anatomy, physiology and medical legal issues for EMT personnel. Satisfies the requirements set forth by Title 22, 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. (F,S) (P/NP)</td>
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<tr>
<td>EMS 411 EMT 1 Basic Skills Refresher Module B</td>
<td>0.5 unit</td>
<td>Course may be repeated 99 times.</td>
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<td>A review of scene size-up, patient assessment and medical emergencies. Satisfies the requirements set forth by Title 22, 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. (F,S) (P/NP)</td>
</tr>
<tr>
<td>EMS 412 EMT 1 Basic Skills Refresher Module C</td>
<td>0.5 unit</td>
<td>Course may be repeated 99 times.</td>
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<td>A review of environmental emergencies and trauma. Satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Services. This course may be repeated as necessary for the purposes of certification. (F,S) (P/NP)</td>
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<tr>
<td>EMS 413 EMT 1 Basic Skills Refresher Module D</td>
<td>0.5 unit</td>
<td>Course may be repeated 99 times.</td>
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<td>Prerequisite: EMS 410, EMS 411 and EMS 412 A review of didactic and manipulative skills required for EMT-1 Basic recertification. Satisfies the requirements set forth by Title 22, Division 9, of the California Code of Regulations for Emergency Medical Services. This course may be repeated as necessary for the purposes of certification. (F,S) (P/NP)</td>
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<tr>
<td>EMS 414 ACLS Refresher</td>
<td>0.5 unit</td>
<td>Course may be repeated 99 times.</td>
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<td>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 EMT-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification. (S,U) (GR/P/NP)</td>
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<tr>
<td>EMS 415 PALS Refresher</td>
<td>0.5 unit</td>
<td>Course may be repeated 99 times.</td>
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<td>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 EMT-1, paramedics and registered nurses are available. May be repeated as necessary to maintain certification. (S,U) (GR/P/NP)</td>
</tr>
<tr>
<td>EMS 416 Child Care First Aid &amp; CPR Refresher</td>
<td>0.5 unit</td>
<td>Course may be repeated 99 times.</td>
</tr>
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<td>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. (F,S) (GR/P/NP)</td>
</tr>
<tr>
<td>EMS 461 Medical First Responder Update</td>
<td>0.5 unit</td>
<td>Course may be repeated 99 times.</td>
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<td>Prerequisite: Completion of or concurrent enrollment in EMS 399 First Responder Medical or WFT 302 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. (S,U) (GR/P/NP)</td>
</tr>
<tr>
<td>ENGR 100 Introduction to Engineering</td>
<td>1 unit</td>
<td>Acceptable for credit: CSU, UC Advisory: ENGL 514 or eligibility for ENGL 101 This course provides an overview of the engineering profession and educational path in order for students to evaluate engineering as a career choice. The course is also applicable for science, mathematics and architecture majors. The engineering branches are introduced, along with their relationships to science and other fields of study. The education process and strategies for engineering and science students to reach their full academic potential are explored. Course topics include professional duties, responsibilities, employment opportunities, the engineering design process and problem solving. Students will develop a study plan and research technical topics. Guest speakers include working engineers and university representatives. (F) (P/NP)</td>
</tr>
<tr>
<td>ENGR 124 Excel in Science/Engineering</td>
<td>1 unit</td>
<td>Acceptable for credit: CSU Prerequisite: MATH 181 An introduction to Excel as used in science and engineering. Students use math operations, functions, statistics and graphs to analyze and display data and to differentiate and integrate. Basic application problems are solved. (F) (P/NP)</td>
</tr>
<tr>
<td>ENGR 126 Matlab for Science/Engineering</td>
<td>1 unit</td>
<td>Acceptable for credit: CSU, UC Prerequisite: MATH 181 An introduction to Matlab as used in science and engineering. Students create and manipulate matrices, program script and m-files; generate 2-d and 3-d plots; and solve ODEs. Basic application problems are solved. (S) (P/NP)</td>
</tr>
<tr>
<td>ENGR 134 Internship Seminar</td>
<td>1 unit</td>
<td>Acceptable for credit: CSU, UC-DAT Corequisite: ENGR 149 or CWE 149 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. (F,S) (GR)</td>
</tr>
<tr>
<td>ENGR 149 Cooperative Work Experience: Occupational</td>
<td>1 to 8 units</td>
<td>Acceptable for credit: CSU, UC-DAT</td>
</tr>
</tbody>
</table>
ENGR 156 Strength of Materials 3 units
Acceptable for credit: CU, UC
Prerequisite: ENGR 152
A study of the stresses, strains and deformations associated with axial, torsional and flexural loading of bars, shafts and beams, and pressure loading of thin-walled pressure vessels. The course covers stress and strain transformation, Mohr's Circle, ductile and brittle failure theories, and the buckling of rigid and deformable columns. Statically indeterminate systems are also studied. (S) (GR)

ENGR 161 Materials Science 3 units
Acceptable for credit: CU, UC
Prerequisite: PHYS 161 and CHEM 150
Advisory: Concurrent enrollment in ENGR 162
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. Most engineering students are required to complete the associated laboratory course (ENGR 162), which should be taken concurrently. (S) (GR)

ENGR 162 Materials Science Lab 1 unit
Acceptable for credit: CU, UC
Prerequisite: PHYS 161 and CHEM 150
Corequisite: ENGR 161 or prior completion of ENGR 161. 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. The associated lecture course (ENGR 161) should be taken concurrently (S) (GR)

ENGR 170 Electric Circuit Analysis 3 units
Acceptable for credit: CU, UC
Prerequisite: MATH 182 and PHYS 161
Advisory: Concurrent enrollment in ENGR 171
Basic circuit analysis including circuit laws, resistive networks, network theorems, op-amp circuits, capacitors and inductors; natural and forced response of RC, RL and RCL networks, phasors, steady-state AC analysis, and AC power. Most engineering students are required to complete the associated laboratory course (ENGR 171), which should be taken concurrently. (S) (GR)

ENGR 171 Electric Circuit Lab 1 unit
Acceptable for credit: CU, UC
Prerequisite: MATH 182 and PHYS 161.
Corequisite: ENGR 170 or prior completion of ENGR 170.
Designed to parallel ENGR 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. The associated lecture course (ENGR 170) should be taken concurrently. (F) (GR)

ENGR 172 Circuits & Devices 4 units
Acceptable for credit: CU, UC
Prerequisite: ENGR 170 and ENGR 171.
Corequisite: ENGR 173.
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. (S) (GR)

ENGR 173 Circuits & Devices Lab 1 unit
Acceptable for credit: CU, UC
Prerequisite: ENGR 170 and ENGR 171.
Corequisite: ENGR 172.
Designed to parallel ENGR 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. (S) (GR)

ENGR 189 Independent Projects in Engineering 1 to 3 units
Acceptable for credit: CU, UC-DAT
For course description, see "Independent Projects."

ENGR 199, 399 Special Topics in Engineering 0.5 to 10 units
For course description, see “Special Topics”
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. (F,S) (GR/P/NP)

**ET 104 Intro to Robotics & Mechatronics** 3 units  
Acceptable for credit: CSU  
An introduction to robotic control applications. Basic electronics, including digital, analog and microcontroller devices, sensors and transducers, control devices and time-driven process sequences will be studied. 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 CEL 104 or EL 104. (F,S) (GR/P/NP)

**ET 128 Intro to Renewable Energy** 3 units  
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 CEL 128 or EL 128. (A) (GR/P/NP)

**ET 131 PLCs & Industrial Control Design** 3 units  
Acceptable for credit: CSU  
Prerequisite: EL 125 or CS 141  
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 CEL 131 or EL 131. (A) (GR/P/NP)

**ET 133 Mechatronic Systems 1** 3 units  
Acceptable for credit: CSU  
Prerequisite: ET 104 or CEL 104 or EL 104  
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 control; switching devices; input and output signal conditioning; continuous, closed-loop and proportional integral derivative process control; and safety. This course is not open to student who are enrolled in or have received credit for CEL 133 or EL 133. (A) (GR/P/NP)

**ET 139 Electrical Power, Motors & Controls** 3 units  
Acceptable for credit: CSU  
Prerequisite: EL 122 and EL 125 or CS 141  
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 CEL 139 or EL 139. (A) (GR/P/NP)

**ET 140 Engineering Drawing** 3 units  
Acceptable for credit: CSU  
Prerequisite: ET 100  
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 (CADD) will be used extensively by the student to complete the requirements of this course. (F,S) (GR/P/NP)

**ET 145 Advanced Engineering Drawing** 3 units  
Acceptable for credit: CSU  
Prerequisite: ET 140  
Use of advanced technical drawing techniques on a CADD 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, ordinances, codes, selection of hardware and materials will be incorporated in each student's individual project. (F,S) (GR/P/NP)

**ET 160 Digital Tools for Architecture** 3 units  
Acceptable for credit: CSU  
Advisory: ARCH 111  
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 ARCH 160. (A) (GR/P/NP)

**ET 162 Fluid Power & Control** 2 units  
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 CEL 162 or EL 162. (A) (GR/P/NP)

**ET 189, 389 Independent Projects in Engineering Technology** 1 to 3 units  
189 - Acceptable for credit: CSU, UC-DAT  
For course description, see "Independent Projects."  
199 - Acceptable for credit: CSU, UC-DAT  
For course description, see "Special Topics."><br>

**ET 199, 399 Special Topics in Engineering Technology** 0.5 to 10 units  
199 - Acceptable for credit: CSU, UC-DAT  
For course description, see "Special Topics."><br>

**ET 330 Print Reading & Interpretation** 3 units  
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 AT 330 or AB 330 or MT 330. (A) (GR/P/NP)

ET 381 Industrial Mathematics 3 units
Advisory: 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 and spherical trigonometry. This course is not open to students who are enrolled in or have received credit for AB 381 or AT 381 or MT 381 or WLDT 381. (A) (GR)

**ENGLISH**

ENGL 100 Writing in Career/Tech Fields 4 units
Acceptable for credit: CSU
Prerequisite: A recommended placement based on the START process or satisfactory completion of ENGL 514
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 situations. 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 degree. Students who plan to transfer to a four-year institution will need to take ENGL 101 instead of this course to meet the university’s first-year composition requirement. (F,S) (GR)

ENGL 101 Freshman Comp: Exposition 4 units
Acceptable for credit: CSU, UC
Prerequisite: A recommended placement based on the START process or satisfactory completion of ENGL 514
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. (F,S,U) (GR)

ENGL 102 Freshman Comp Literature 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
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 ENGL 101. (F,S,U) (GR)

ENGL 103 Critical Thinking and Composition 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
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. (F,S,U) (GR)

ENGL 104 Technical Writing 3 units
Acceptable for credit: CSU
Prerequisite: ENGL 101
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. (F,S,U) (GR)

ENGL 105 Language & Culture 3 units
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 ANTH 105. (F,S) (GR/P/NP)

ENGL 106 Creative Writing 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
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. (F) (GR/P/NP)

ENGL 107 Literary Arts Journal 1 3 units
Course may be repeated one time.
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 514
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, fundraising, manuscript selection and editing for a literary arts magazine. (F) (GR/P/NP)

ENGL 108 Literary Arts Journal 2 3 units
Course may be repeated one time.
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 514
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, fundraising, manuscript selection and editing for a literary arts magazine. (F) (GR/P/NP)

ENGL 109 Applied Composition 1.5 units
Acceptable for credit: CSU
Prerequisite: ENGL 101
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. (A) (GR/P/NP)

ENGL 110 Grammar for College & Career 3 units
Acceptable for credit: CSU
Prerequisite: ENGL 101
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 and spherical trigonometry. This course is not open to students who are enrolled in or have received credit for AB 381 or AT 381 or MT 381 or WLDT 381. (A) (GR)
Prerequisite: Eligibility for ENGL 513
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. (A) (GR/P/NP)

ENGL 115 Writing Fiction 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
Advisory: ENGL 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. (F,S) (GR)

ENGL 116 Writing Poetry 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
Advisory: ENGL 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. (F,S) (GR)

ENGL 130 19th Century American Literature 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
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. (F,U) (GR/P/NP)

ENGL 131 20th Century American Literature 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
Surveys American writers of the 20th Century, particularly Frost, Eliot, Fitzgerald, Hemingway and Faulkner. Either one or both semesters of American Literature partially fulfill the humanities requirement of the California State Colleges and Universities. ENGL 130 is not a prerequisite to this course. (S,U) (GR/P/NP)

ENGL 132 Literature & Film 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
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. (F) (GR/P/NP)

ENGL 133 Modern Fiction 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
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. ENGL 133 has no geographical boundaries, but includes works by American and English authors, as well as works in translation. (S) (GR/P/NP)

ENGL 135 Introduction to Poetry 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
Introduces the study of poetry with emphasis on appreciation, understanding and interpretation through a critical examination of a variety of poets and poems. (S) (GR/P/NP)

ENGL 137 Children's Literature 3 units
Acceptable for credit: CSU
Prerequisite: Eligibility for ENGL 514
A study of poetry, folk and fairy tales, fiction, nonfiction and realistic works for children. Emphasis is on exploring modes for bringing this literature to child audiences. (F,S,U) (GR/P/NP)

ENGL 138 Introduction to Shakespeare 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
Introduction to Shakespeare in which a number of major works are read, with close attention to language, structure and historical content. (F) (GR/P/NP)

ENGL 139 Ideas of Difference in Literature 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
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); lectures and other class materials will link contemporary culture to pertinent historical themes or developments. (F) (GR/P/NP)

ENGL 144 Ancient Literature 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
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. (F) (GR/P/NP)

ENGL 145 English Literature to 1800 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
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, Shakespeare and Milton, with emphasis on their continuing capacity to talk to us today. (F) (GR/P/NP)

ENGL 146 English Literature 1800 to Present 3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
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
ENGL 148 Hispanic Literature in Translation  3 units
Acceptable for credit: CSU, UC
Prerequisite: ENGL 101
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 have received credit for Spanish 148.  (GR/P/NP)

ENGL 179, 379 Experimental Courses in English  0.5 to 10 units
179 - Acceptable for credit: CSU, UC-DAT
For course description, see "Experimental Courses."

ENGL 189 Independent Projects in English  1 to 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

ENGL 199, 399 Special Topics in English  0.5 to 3 units
199 - Acceptable for Credit: CSU, UC
For course description, see “Special Topics”

ENGL 306 Writing Laboratory  0.5 unit
Course may be repeated three times.
Corequisite: Enrollment in any Allan Hancock College credit course.
Provides students with individualized writing practice with computer-assisted strategies. Not open to students enrolled in ENGL 511, 512, 513 or 514.  (F,S,U)  (P/NP)

ENGL 511 Writing Skills 1  4 units
Prerequisite: Recommended placement based on the START process.
This course provides instruction in basic writing, reading, sentence and vocabulary skills. It is designed for students whose skills have been assessed at four levels below transfer, based on the statewide CB21 Coding of English courses sponsored by the Basic Skills Initiative. In this course, students summarize and respond to text, compose and develop paragraphs, explore basic sentence patterns and increase vocabulary. Successful completion of this course advances students into Writing Skills 2.  (F,S)  (P/NP)

ENGL 512 Writing Skills 2  4 units
Prerequisite: Recommended placement based on the START process or successful completion of ENGL 511.  Advisory: READ 510
This course provides instruction in basic writing, reading, language, and critical thinking skills. It is designed for students whose skills have been assessed at three levels below transfer, based on the statewide CB21 Coding of English courses sponsored by the Basic Skills Initiative. In this course, students identify key parts of a text, apply the writing process to assignments and proofread for errors in their writing.  (F,S)  (P/NP)

ENGL 513 Writing Skills 3  4 units
Prerequisite: Recommended placement based on the START process or successful completion of ENGL 512.  Advisory: READ 310
This course provides instruction in basic writing, reading, sentence, and vocabulary skills. It emphasizes writing as process and the relationship between reading and writing skills in composition. It is designed for students whose skills have been assessed at two levels below transfer, based on the statewide CB21 Coding of English courses sponsored by the Basic Skills Initiative.  (F,S)  (P/NP)

ENGL 514 Writing Skills 4  4 units
Prerequisite: Recommended placement based on the START process or successful completion of ENGL 513.  Advisory: READ 110
This course provides instruction in writing and reading, and in sentence, vocabulary, and critical thinking skills. Students analyze written and visual texts, with emphasis on close reading and written response. Students who complete this course satisfactorily will be prepared to read college-level texts and write academic essays required at the transfer level. This course is designed for students whose skills have been assessed at one level below transfer, based on the statewide CB21 Coding of English courses sponsored by the Basic Skills Initiative.  (F,S)  (P/NP)

ENGLISH AS A SECOND LANGUAGE

ESL 531 Reading Skills 1  4 units
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.  (F,S)  (P/NP)

ESL 532 Writing Skills 1  4 units
Prerequisite: Completion of ESL START for appropriate placement
An introduction to writing English as a second language. This course introduces students to organization, grammar, vocabulary development, and mechanics at the sentence and short paragraph level.  (F,S)  (P/NP)

ESL 534 Reading Skills 2  4 units
Prerequisite: ESL 531 or ENGL 531 or recommended placement based on the ESL START process
An intermediate course in reading English as a second language stressing reading comprehension at the paragraph and short textual level. Lab orientation required.  (F,S)  (P/NP)

ESL 535 Writing Skills 2  4 units
Prerequisite: ESL 532 or ESL START for appropriate placement.
A low intermediate writing course in English as a second language. This course introduces students to organization, grammar, vocabulary development, and mechanics at the sentence and short paragraph level.  (F,S)  (P/NP)

ESL 537 Reading Skills 3  4 units
Prerequisite: ESL 534 or ENGL 534 or recommended placement based on the ESL START process
An intermediate course in reading English as a second language stressing reading in short- and medium-length
texts in various genres. Lab orientation required. (F,S) (P/NP)

ESL 538 Writing Skills 3 4 units
Prerequisite: ESL 535 or ESL START for appropriate placement.
An high intermediate writing course in English as a second language. This course introduces students to organization, grammar, vocabulary development, and mechanics at the paragraph level. (F,S) (P/NP)

ESL 540 Reading Skills 4 4 units
Prerequisite: ESL 537 or ENGL 537 or recommended placement based on the ESL START process
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. (F,S) (P/NP)

ESL 541 Writing Skills 4 4 units
Prerequisite: ESL 538 or completion of ESL START for appropriate placement.
An advanced writing course in English as a second language. This course introduces students to organization, grammar, vocabulary development, and mechanics at the expanded paragraph level. (F,S) (P/NP)

ESL 550 Grammar 1 3 units
A 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. (F,S) (P/NP)

ESL 551 Grammar 2 3 units
Advisory: ESL 550 or ENGL 550
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. (F,S) (P/NP)

ESL 552 Grammar 3 3 units
Advisory: ESL 551 or ENGL 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. (F,S) (P/NP)

ESL 555 Pronunciation Skills 3 units
Advisory: Recommended placement in ESL 537 or ESL 538 or ESL 540 or ESL 541
A pronunciation skills course for intermediate to advanced ESL students. (U) (P/NP)

ESL 560 Crossroads Café 1 3 units
The first of a two-level course emphasizing listening and reading comprehension skills for the non-native English language student. Using the multi-media curriculum of Crossroads Café, beginning students improve their English listening and reading comprehension as they expand their vocabulary and knowledge of mainstream culture in the USA. (F,S) (P/NP)

ESL 561 Crossroads Café 2 3 units
The second of a two-level course emphasizing written and oral expressive skills for the non-native English language student. Using the multi-media curriculum of Crossroads Café, intermediate to advanced students improve their written and spoken English as they expand their vocabulary and knowledge of mainstream culture in the USA. (F,S) (P/NP)

ESL 562 Connect with English 1 3 units
The first of a two-level course emphasizing listening and reading comprehension skills for the non-native English language student. Using the multimedia curriculum of Connect with English, beginning students improve their English listening and reading comprehension as they expand their vocabulary and knowledge of mainstream culture in the USA. (F,S) (P/NP)

ESL 563 Connect with English 2 3 units
The second of a two-level course emphasizing written and oral expressive skills for the non-native English language student. Using the multimedia curriculum of Connect with English, intermediate to advanced students improve their written and spoken English as they expand their vocabulary and knowledge of mainstream culture in the USA. (F,S) (P/NP)

ESL 572 Public Speaking Skills 3 units
Advisory: ESL 540 or START placement into READ 510
Designed to help students better 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. (F,S) (P/NP)

ESL 574 Interpersonal Speaking Skills 3 units
Advisory: ESL 540 or ESL 541 or START placement into READ 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. (F,S) (P/NP)

ENTREPRENEURSHIP

ENTR 101 Introduction to Entrepreneurship 3 units
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 513
Students will embark on one of the most exciting adventures ever known: launching a business. This course identifies the methods for developing a business idea, starting a business, acquiring resources and writing a business plan. (F, S) (GR)

ENTR 102 Entrepreneurship Projects 3 units
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 513
Students will work with a local entrepreneur to identify business challenges and will develop strategies to solve a business problem(s). A written and oral presentation will be made to the entrepreneur. (F, S) (GR)

ENTR 103 New Venture Laboratory 1 to 3 units
Acceptable for credit: CSU
Advisory: BUS 101 and CBIS 101 and eligibility for ENGL 513
Students will participate in a “new venture” laboratory where they will develop a business idea and use technology to create a business and marketing plan. In a laboratory setting, students will interact with entrepreneurs, suppliers, customers and experts in order to create a new venture that may become viable. (F, S) (GR/P/NP)
### ENVIRONMENTAL TECHNOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Acceptable for credit</th>
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<tbody>
<tr>
<td>ENVT 101</td>
<td>Introduction to Environmental Hazardous Materials Technology</td>
<td>3</td>
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<tr>
<td>ENVT 149</td>
<td>Cooperative Work Experience: Occupational</td>
<td>1-8</td>
<td>CSU, UC-DAT</td>
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<tr>
<td>ENVT 150</td>
<td>HazMat General Site Worker</td>
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<tr>
<td>ENVT 151</td>
<td>HazMat - Site Supervisor</td>
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<tr>
<td>ENVT 152</td>
<td>ID &amp; Assessment of HazMat</td>
<td>3</td>
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<tr>
<td>ENVT 153</td>
<td>Industrial Safety Program</td>
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<tr>
<td>ENVT 154</td>
<td>Monitoring &amp; Sampling</td>
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<tr>
<td>ENVT 155</td>
<td>Respiratory Protection-Admin</td>
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<tr>
<td>ENVT 156</td>
<td>First Response Operational</td>
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<tr>
<td>ENVT 157</td>
<td>First Aid for HazMat Workers</td>
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<tr>
<td>ENVT 158</td>
<td>Hazardous Waste Minimization</td>
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<td>ENVT 159</td>
<td>HazMat/Waste Permitting</td>
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<td>ENVT 160</td>
<td>Air &amp; Water Pollution Permit</td>
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<tr>
<td>ENVT 338</td>
<td>Land Navigation</td>
<td>1.5</td>
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</table>

**Notes:**

- Course may be repeated three times.
- Course may be repeated 98 times.
- Course may be repeated up to three times.
- Course is not open to students who are enrolled in or have received credit for FT 338 or EMS 338.
- Course is acceptable for credit: CSU.
### Experimental Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENVT 399</td>
<td>Special Topics in Environmental Technology</td>
<td>0.5 to 3 units</td>
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<tr>
<td>ENVT 450</td>
<td>HAZWOPER</td>
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<tr>
<td>ENVT 455</td>
<td>Respirator QNFT/Train the Trainer</td>
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<td>ENVT 456</td>
<td>FRO Refresher</td>
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### Environmental Technology 160

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<tbody>
<tr>
<td>FCS 120</td>
<td>Principles of Foods 1</td>
<td>4 units</td>
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<tr>
<td>FCS 123</td>
<td>Principles of Foods 2</td>
<td>2 units</td>
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<tr>
<td>FCS 130</td>
<td>Consumer and Family Finance</td>
<td>3 units</td>
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<tr>
<td>FCS 131</td>
<td>Life Management</td>
<td>3 units</td>
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<tr>
<td>FCS 134</td>
<td>Food/Nutrition/Customs/Culture</td>
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### Family and Consumer Sciences

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<tr>
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<th>Course Title</th>
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<tr>
<td>FCS 109</td>
<td>Basic Nutrition for Health</td>
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<tr>
<td>FCS 112</td>
<td>Nutrition/Weight Mgmt &amp; Eating Disorders</td>
<td>3 units</td>
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</tbody>
</table>

For course description, see “Special Topics.”

**Experimental Courses (.5-10)**

- **179, 379** Experimental Courses

Advisory: MATH 511

### Corequisites

- **FCS 120 Principles of Foods 1**
  - Acceptable for credit: CSU
  - Prerequisite: CA 120 or FCS 120

- **FCS 130 Consumer and Family Finance**
  - Acceptable for credit: CSU
  - Designed to assist individuals and/or those working with individuals to analyze and direct their financial affairs.

- **FCS 131 Life Management**
  - Acceptable for credit: CSU
  - Advisory: Eligibility for ENGL 513

- **FCS 134 Food/Nutrition/Customs/Culture**
  - Acceptable for credit: CSU
  - Advisory: FCS 120 or CA 120 and CA 124

**FCS 134 Food/Nutrition/Customs/Culture**

- Acceptable for credit: CSU
- Advisory: FCS 120 or CA 120 and CA 124
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. This course is not open to students who are enrolled in or have received credit for FSN 134. (S) (GR/P/NP)

**FCS 137 Fashion Industry & Marketing** 3 units

*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. (F) (GR/P/NP)

**FCS 138 Professional Apparel Selection** 3 units

*Acceptable for Credit: CSU*

Advisory: Eligibility for ENGL 101 or ENGL 514.

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. (F) (GR/P/NP)

**FCS 139 Textiles** 3 units

*Acceptable for Credit: CSU, UC*

Advisory: Eligibility for ENGL 101 or ENGL 514.

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. (A) (GR/P/NP)

**FCS 140 Apparel Construction** 2 units

*Acceptable for Credit: CSU*

Course may be repeated three times.

Advisory: An ability to use the basic math skills of addition, subtraction, division and multiplication of positive whole numbers and fractions is needed.

Presents processes, principles and techniques for constructing woven garments with the single needle machine emphasizing current custom and industrial techniques, including fit and care. Introduces the fashion program and employment opportunities in the industry. (F,S,U) (GR/P/NP)

**FCS 144 Historic Fashion/Costume** 3 units

*Acceptable for credit: CSU*

A study of period costume, its relationship to the political and social conditions of the times, evolution from related arts and influence on modern dress. Designed for students of fashion, theater arts and merchandising. (A) (GR/P/NP)

**FCS 149 Cooperative Work Experience: Occupational** 1 to 8 units

Course may be repeated three times.

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Cooperative Work Experience: Occupational."

**FCS 170 Interior Design** 3 units

*Acceptable for credit: CSU*

Fundamentals of interior design and furnishings, including application of the elements and principles of color and design, space planning, selection and arrangement of decorative materials and the organized selection of furnishings and materials. Involves solving individual design problems, considers consumer and socioeconomic factors and includes graphic materials and drafting skills used in the organization and presentation of projects. (F) (GR/P/NP)

**FCS 171 Interior Design Materials** 3 units

*Acceptable for credit: CSU*

Advisory: An ability to use the basic math skills of addition, subtraction, division and multiplication of positive whole numbers and fractions is needed.

Analyzes and evaluates products and materials used in interior design and applies selection criteria to their specific uses. Emphasis is placed on cost, estimations and resources for furniture, floor and wall coverings, window treatments, architectural finishes, lighting fixtures and accessories. (S) (GR/P/NP)

**FCS 179, 379 Experimental Courses in Family & Consumer Sciences** 0.5 to 10 units

179 - *Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**FCS 189 Independent Projects in Family & Consumer Sciences** 1 to 3 units

Course may be repeated three times.

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**FCS 199, 399 Special Topics in Family & Consumer Sciences** 0.5 to 3 units

199 - *Acceptable for Credit: CSU, UC*

For course description, see "Special Topics."

**FCS 360 Fashion Design/Construction Lab** 1 unit

Course may be repeated three times.

Advisory: Completion of or concurrent enrollment in FCS 140 Projects are selected by the student and developed under the direct counseling and guidance of an instructor. Provides students with the practical application of industry, couture and costuming techniques to construct garments and develop the necessary occupational skills for successful employment. Emphasis is on comparative methods, techniques and equipment. Students may enroll for any combination of FCS 360 and FCS 361 for a total of four semesters. (F,S,U) (P/NP)

**FCS 361 Fashion Design/Construction** 0.5 unit

Course may be repeated three times.

Advisory: Completion of or concurrent enrollment in FCS 140 Projects are selected by the student and developed under the direct counseling and guidance of an instructor. Provides students with the practical application of industry, couture and costuming techniques to construct garments and develop the necessary occupational skills for successful employment. Emphasis is on comparative methods, techniques, and equipment. Students may enroll for any
including cinematography, sound recording, and video editing. Students make a variety of short video projects that involve narrative storytelling and documentary filmmaking techniques. No personal equipment required. Course consists of lecture/lab components. (F,S) (GR/P/NP)

FILM 106 Film & Television Writing II 3 units
Acceptable for credit: CSU
Prerequisite: FILM 105
An advanced course in which students will gain a professional insight into scriptwriting techniques for film and television. Designed to provide students with the skills needed for scripting complex narrative stories. (F,S) (GR/P/NP)

FILM 107 History of World Cinema 3 units
Acceptable for credit: CSU, UC
A historical examination of cinema from around the world as well as the personalities, cultures, and social conditions that have contributed to the art form. Comparison and contrast to the Hollywood model will result from critical screenings and class discussions. Course consists of lecture/lab components. (S) (GR/P/NP)

FILM 108 Introduction to Motion Picture & Video Production 4 units
Acceptable for credit: CSU, UC-CL
An introduction to film and video production techniques including cinematography, sound recording, and video editing. Students make a variety of short video projects that involve narrative storytelling and documentary filmmaking techniques. No personal equipment required. Course consists of lecture/lab components. (F,S) (GR/P/NP)

FILM 109 Film Art & Communication 3 units
Acceptable for credit: CSU, UC
An introduction to a variety of international film styles, themes and directors, as well as to the art of the documentary and experimental film. Emphasis is placed on ways films communicate through acting, photography, sound and editing. (F) (GR/P/NP)

FILM 110 Hollywood & the American Film 3 units
Acceptable for credit: CSU
The development of American film through critical appraisal of major directors' works from both the sound and silent eras. The films examined are representative of their directors as artists and of major social, cultural and aesthetic movements within the film industry and country. (S) (GR/P/NP)

FILM 111 Intermediate Motion Picture & Video Production 4 units
Course may be repeated one time.
Acceptable for credit: CSU, UC-CL
Prerequisite: FILM 110
A study of the skills necessary for independent filmmaking. The development of short narrative and documentary projects utilizing field production and conventional set techniques is emphasized. Topics include basic production and post-production techniques including scriptwriting, cinematography, sound recording and non-linear editing. Course consists of lecture/lab components and may be repeated one time. (S) (GR/P/NP)

FILM 112 Studio Production 4 units
Course may be repeated one time.
Acceptable for credit: CSU
Advisory: FILM 110
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. (F,S) (GR/P/NP)

FILM 113 Local Programming 2 units
Course may be repeated three times.
Acceptable for credit: CSU
Advisory: FILM 112
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. (F,S) (GR/P/NP)

FILM 114 Introduction to Animation 3 units
Acceptable for credit: CSU
A lecture/lab 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 or MMAC 115. Lecture: 1.5 hours per week; lab 4.5 hours per week. (F,S) (GR/P/NP)

FILM 115 Intermediate Animation 3 units
Acceptable for credit: CSU
A continuation of FILM 114 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 MMAC 116. Lecture: 1.5 hours per week; lab 4.5 hours per week. (F,S) (GR/P/NP)

FILM 116 Advanced Animation 3 units
Acceptable for credit: CSU
Prerequisite: FILM 115
A study of the techniques of animation including classical character animation and nontraditional techniques. Topics include basic animation techniques such as keyframing, character animation and nontraditional techniques. This course is not open to students who are enrolled in or have received credit for MMAC 116. Lecture: 1.5 hours per week; lab 4.5 hours per week. (F,S) (GR/P/NP)

FILM 117 3D Computer Animation 1 3 units
Acceptable for credit: GRPH 111 and GRPH 112 or FILM 110
An introduction to 3D modeling and animation, using professional software to create characters, assets and environments on the computer. This course is not open to students who are enrolled in or have received credit for MMAC 117. Course software: Autodesk Maya, Adobe Photoshop. Lecture: 1.5 hours per week; lab 4.5 hours per week. (F,S) (GR/P/NP)
FILM 118 3D Computer Animation 2 3 units
Course may be repeated one time.
Acceptable for credit: CSU
Prerequisite: FILM 117 or MMAC 117
An intermediate course in 3D-computer animation that reproduces the industry work environment for production of animation projects and showreels. This course is not open to students who are enrolled in or have received credit for MMAC 118. Course software: Autodesk Maya, Adobe Photoshop, Adobe After Effects. Lecture: 1.5 hours per week; lab: 4.5 hours per week. (F,S) (GR/P/NP)

FILM 120 Introduction to Sound Recording & Mixing 3 units
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 mixing situations. This course is not open to students who are enrolled in or have received credit for MUS 115. (F,S) (GR/P/NP)

FILM 121 Sound Production Techniques 3 units
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 MUS 116. (S) (GR/P/NP)

FILM 123 Directing for the Camera 2 units
Course may be repeated three times.
Acceptable for credit: CSU
Advisory: FILM 110
The study and practice of the skills and procedures involved in directing short narrative films. Course consists of lecture/lab components and may be repeated three times. (F,S) (GR/P/NP)

FILM 125 Computer Video Editing 3 units
Course may be repeated one time.
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 MMAC 125. (F,S) (GR/P/NP)

FILM 126 Intro to Motion Graphics 3 units
Acceptable for credit: CSU
Advisory: GRPH 111 and GRPH 112
Explores new digital approaches for creating and composing 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 MMAC 126. Course software: Adobe After Effects and Photoshop. Lecture 1.5 hours per week; lab: 4.5 hours per week. (F) (GR/P/NP)

FILM 127 Digital Video Post-Production 3 units
Course may be repeated one time.
Acceptable for credit: CSU
Advisory: FILM 125 and MMAC 125
Presents advanced post-production techniques including advanced non-linear video editing, digital effects and filters, and DVD authoring. This course is not open to students who are enrolled in or have received credit for MMAC 127. Course software: Final Cut Pro, Adobe Encore, Adobe Media Encoder, Adobe Soundbooth, Adobe After Effects. Lecture: 1.5 hours per week; lab 4.5 hours per week. (S) (GR/P/NP)

FILM 128 Intermediate Motion Graphics 3 units
Acceptable for credit: CSU
Advisory: FILM 126 and MMAC 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. This course is not open to students who are enrolled in or have received credit for MMAC 128. Course software: Adobe After Effects, Photoshop, current industry software. Lecture: 1.5 hours per week; lab: 4.5 hours per week. (F) (GR/P/NP)

FILM 179 Experimental Courses in Film 0.5 to 10 units
Acceptable for credit: CSU, UC-DAT
For course description, see "Experimental Courses."

FILM 189 Independent Projects in Film 1 to 3 units
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

FILM 199 Special Topics in Film 0.5 to 3 units
Acceptable for Credit: CSU, UC
For course description, see “Special Topics”

FILM 380 Film Production Lab 1 unit
Course may be repeated three times.
Corequisite: FILM 110 or FILM 111 or FILM 112 or FILM 113 or FILM 116 or FILM 117 or FILM 118 or FILM 120 or FILM 123 or 125 or 179.
An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (F,S) (P/NP)

FILM 381 Film Post Production Lab 1 unit
Course may be repeated three times.
Corequisite: FILM 114 or FILM 125 or FILM 126 or FILM 127
An open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (F,S) (P/NP)

FILM 386 Film Festival Production Lab 2 units
Course may be repeated three times.
Provides an opportunity for students to plan for and produce the annual Allan Hancock College Film Festival. This annual event provides the opportunity for AHC film and video students to screen their work in a theater setting open to the public. (F,S) (GR/P/NP)

FT 101 Fire Protection Organization 3 units
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. (A) (GR)

**FT 102 Fire Prevention Technology**  
**Acceptable for credit:** CSU  
Advisory: Completion of or concurrent enrollment in FT 101  
Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes and identification and correction of fire hazards. Explores the relationship of fire prevention with fire safety education and detection and suppression systems. (A) (GR)

**FT 103 Fire Protection Equipment & Systems**  
**Acceptable for credit:** CSU  
Advisory: Completion of or concurrent enrollment in FT 101  
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. (A) (GR)

**FT 104 Building Construction/Fire Protection**  
**Acceptable for credit:** CSU  
Advisory: Completion of or concurrent enrollment in FT 101  
A study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial and industrial occupancies. (A) (GR)

**FT 105 Fire Behavior & Combustion**  
**Acceptable for credit:** CSU  
Advisory: Completion of or concurrent enrollment in FT 101  
Theory and fundamentals of how and why fires start and 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. (A) (GR)

**FT 106 Principles of Fire & Emergency Safety & Survival**  
**Acceptable for credit:** CSU  
This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. (GR/P/NP)

**FT 107 Apparatus and Equipment**  
**Acceptable for credit:** CSU  
This course exposes the student to mechanized equipment operated by the men and women of the fire service and regulations pertaining to their use. Subject matter includes: driving laws, driving techniques, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment and apparatus maintenance. (U) (GR)

**FT 130 Principles of Emergency Mgmt**  
**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 EMS 130. (F,S,U) (GR)

**FT 149 Cooperative Work Experience: Occupational**  
Course may be repeated three times.  
**Acceptable for credit:** CSU, UC-DAT  
For course description, see “Cooperative Work Experience: Occupational.”

**FT 307 Firefighter 1 Academy 1A**  
**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. (F,S) (GR)

**FT 308 Firefighter 1 Academy 1B**  
**Prerequisite:** FT 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. (F,S) (GR)

**FT 310 Fire Service Physical Fitness**  
**Advisory:** Concurrent enrollment in FT 307  
Explores the physical demands on the fire service and provides the correct training practices to meet those physical demands. (F,S) (GR)

**FT 319 Emergency Response to Terrorism**  
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 EMS 319. (A) (GR/P/NP)

**FT 320 Fire Command 1A**  
**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. (A) (GR)
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<tr>
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<th>Units</th>
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<tr>
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<td>Fire Command 1B</td>
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<tr>
<td>FT 322</td>
<td>Fire Prevention 1A</td>
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<tr>
<td>FT 323</td>
<td>Fire Prevention 1B</td>
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<td>FT 324</td>
<td>Instructor Training 1A</td>
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<td>FT 325</td>
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<td>FT 326</td>
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**FT 321 Fire Command 1B**
Designed to provide the student with the information required to direct a fire company in the operations necessary to control a hazardous materials emergency. This course emphasizes planning, identification and behavior of hazardous materials, resources, tactics and simulation exercises. (A) (GR)

**FT 322 Fire Prevention 1A**
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. (A) (GR)

**FT 323 Fire Prevention 1B**
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. (A) (GR)

**FT 324 Instructor Training 1A**
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. (A) (GR)

**FT 325 Instructor Training 1B**
Prerequisite: FT 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. (A) (GR)

**FT 326 Fire Management 1**
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. (A) (GR)

**FT 327 Fire Investigation 1A**
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. (A) (GR)

**FT 328 Fire Investigation 1B**
Prerequisite: FT 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. (A) (GR)

**FT 329 Fire Prevention 1C**
Prerequisite: FT 328
Designed to familiarize the student with fire prevention practices pertaining to flammable liquids and gasses. (A) (GR)

**FT 332 Fire Command 1C**
A study of the responsibilities of the structural Company Officer at wildland/urban interface incidents. This course will build on the knowledge the students already have of Company Officer responsibilities in emergency situations. Topics include the fire organization, safety and survival. (F,S,U) (GR)

**FT 337 Fire Command 2E**
Advisory: FT 320 and FT 321 and FT 379
Designed for the fire officer that may have the responsibility of commanding a wildland fire. (F,S) (GR)

**FT 338 Land Navigation**
1.5 units
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 EMS 338 or ENVT 338. (F,S) (GR/P/NP)

**FT 341 Fire Hydraulics**
3 units
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. (A) (GR/P/NP)

**FT 342 Fireground Hydraulics**
0.5 unit
Students will learn field hydraulic formulas that have been field tested and proven. Students will learn the study of water in motion and fire stream control. (F,S) (GR)

**FT 343 Pump Hydraulics**
0.5 unit
Explores theory and workings of different types of fire pumps. Topics include positive displacement, centrifugal and varieties of pump impellers. (F,S) (GR)

**FT 344 Emergency Vehicle Operations**
0.5 unit
Students will learn defensive driving principles and apparatus handling techniques. Driving problems will be presented to the student in both class situations and field examples. The student will gain actual field experience by driving over a prepared course and having to react to different traffic problems. (F,S) (GR)

**FT 346 Driver Operator 1B**
2 units
Provides the student with theory and operation of fire service pumps. Topics include pump maintenance, water supplies, field hydraulics and pump operating techniques. (F,S) (GR)

**FT 347 Auto Extrication**
0.5 unit
Introduction to the safe and proper techniques for extrication of trapped victims of vehicle accidents. Various tools are used and different extrication methods are presented. (F,S) (GR)

**FT 348 Pump Operator for Volunteers**
0.5 unit
Basic theory, methods and techniques for operating fire service pumps at an emergency scene. (F,S) (GR)
FT 350 Building Construction Wood/Ordinary 1 unit
Provides an introduction to basic principles and characteristics of wood and ordinary construction as applicable to the fire service. (F,S) (GR)

FT 351 Building Construction Non-Combustible 1 unit
Acquaints students with design of non-combustible and fire resistive structures and the effects of fire on structural integrity and firefighter safety. (F,S) (GR)

FT 360 Rescue Systems I 1.5 units
Presents various rescue systems, ladder systems, lifting and moving heavy objects, emergency building shores, breaching walls and basic rope rescues. (F,S) (GR)

FT 361 Confined Space Awareness 0.5 unit
Introduces fire service personnel to confined space entry/rescue training as required by CAL-OSHA Title 8 General Safety Orders. (F,S) (GR)

FT 362 Confined Space Rescue Operations 2 units
Prerequisite: FT 361
Identification of confined spaces and familiarization with CAL-OSHA and federal regulations. Techniques for hazard mitigation will be explored. (F,S) (GR)

FT 363 Low Angle Rescue 1 unit
Provides information on the skills, equipment and techniques that are necessary to successfully accomplish a basic low angle rescue. (F,S) (GR)

FT 364 High Angle Rescue 2 units
Course provides information on the skills necessary to safely effect complex or multiple high angle rescues. It emphasizes helicopter and night rescues. (F,S) (GR)

FT 365 Emergency Trench Rescue Operations 1 unit
Presents the skills necessary to extricate trapped people (or animals) from a collapse trench. Securing the site and methods for removing victims will be emphasized. (F,S) (GR)

FT 369 Firefighter Safety and Survival 1 unit
Examines significant areas of firefighter fatalities and injuries associated with emergency and non-emergency situations. Topics include causes of fatalities and injuries, and methods to implement recommended solutions. (F,S) (GR)

FT 370 Introduction to Surf Rescue 1 unit
Advisory: Ability to swim
Designed to acquaint rescue personnel with the surf environment, surf rescue equipment, and safe surf rescue practices. (F,S) (GR)

FT 371 Shore-based Swift Water Rescue 0.5 unit
Presents the skills necessary to perform swift water rescue. Topics include how to perform self-rescue, essential equipment, pre-plan target areas, victim’s behavior, effects of hypothermia, search techniques and ICS-position related to water rescue. (F,S) (GR)

FT 372 Shore-based Swift Water Rescue 0.5 unit
This United States Lifesaving Association certified course provides basic instruction in ocean rescue, preventative lifeguarding, lifeguard safety and beach operations. (F,S) (GR)

FT 374 First Responder Medical 2 units
Prerequisite: Current CPR-C Card
Designed to train the first responder to perform basic patient care and stabilization at the scene of a medical emergency. (F,S) (GR)

FT 375 Experimental Courses in Fire Technology 0.5 to 10 units
For course description, see "Experimental Courses."

FT 380 Fire Arson Detection 1 unit
Provides basic understanding of fire cause and arson investigation. (F,S) (GR)

FT 382 Scientific Method of Fire Investigation 0.5 unit
Theory and fundamentals of how to conduct fire investigation in structures, vehicles and wildland. Required course in order to maintain certification as a Certified Fire Investigator (CFI). (F,S) (GR)

FT 383 Structural Fire Investigation 0.5 unit
Theory and fundamentals of how to conduct a proper, legal fire investigation in structures, vehicles and wildland. This course is required in order to maintain certification as a Certified Fire Investigator (CFI). (F,S) (GR)

FT 389 Special Topics in Fire Technology 0.5 to 3 units
For course description, see “Special Topics”

FT 402 Fire Control 2 0.5 unit
Provides the beginning or volunteer firefighter with information, methods, and techniques for operating firefighting tools and performing firefighter evolutions. (F,S) (GR)

FT 403 Fire Control 3 0.5 unit
Offers students the opportunity to participate in a live fire exercise applying extinguishing techniques and safety methods. (F,S) (GR)

FT 404 Fire Control 4 0.5 unit
A study of wildland firefighting providing methods and techniques for the utilization of wildland tactics, hand tools and hose lays, wildland hand crew operations and the use of aircraft and bulldozer for wildland firefighting. (F,S) (GR)

FT 405 Fire Control 4A 0.5 unit
This Fire Service Training and Education Program (FSTEP) course provides the student with information on the characteristics and hazards of flammable gases. The student will learn methods and procedures of handling flammable gases whether involved in fire or not. The student will fight flammable gas fires under controlled fire scenarios under strict supervision. (F,S) (GR)

FT 406 Fire Control 4B 0.5 unit
This Fire Service Training and Education Program (FSTEP) course provides the student with information on the characteristics and hazards of flammable gases. The
student will learn methods and procedures of handling flammable gases whether involved in fire or not. The student will fight flammable gas fires under controlled fire scenarios under strict supervision. (F,S) (GR)

FT 410 Volunteer Firefighter 2 units
An 80-160 hour course designed to provide the volunteer firefighter with the minimum safety and technical training required to function in an effective, competent manner. This course established an introductory base for more advanced training at an emergency scene. (F,S) (GR)

FT 411 Fire Responder Medical Recertification 0.5 unit
Prerequisite: WFT 302
Refresher training for first responders to meet CCR Title 22 mandated training requirements in basic patient care and stabilization at medical emergencies. May be repeated as often as necessary for the purposes of certification. (F,S) (GR)

FT 483 Competency of Ignition Sources 0.5 unit
Course may be repeated 99 times
Theory and fundamentals of how to conduct fire investigation in structures. Required course in order to maintain certification as a Certified Fire Investigator (CFI). (F,S) (PINP)

FOOD SCIENCE AND NUTRITION

FSN 109 Basic Nutrition for Health 3 units
Acceptable for credit: CSU
An overview of basic nutrition which emphasizes the application of nutrition science to consumer choices for improved health, fitness, and disease prevention. Individuals will assess their own diet quality and will learn to select diets appropriate to their individual life-styles, 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. This course is not open to students who are enrolled in or have received credit for FCS 112. (F,S) (GR/P/NP)

FSN 110 Nutrition, Weight Management & Eating Disorders Science 3 units
Acceptable for credit: CSU, UC
Examines the nutritional, psychological, and physiological factors which lead to healthy and unhealthy weight management strategies; the extent of obesity and eating disorders in America; and their consequences and prevention. Guidelines for assessing body composition, health status, and dietary and activity patterns will be applied to the individual, with an intent to gain skill in planning, implementing, and evaluating healthy weight management strategies. Emphasis will be given to applying these skills in diverse counseling situations. This course is not open to students who are enrolled in or have received credit for FCS 112. (F,S) (GR/P/NP)

FSN 112 Weight Mgmt/Eating Disorders 3 units
Acceptable for credit: CSU
Examines the psychological, nutritional and physiological factors that 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. This course is not open to students who are enrolled in or have received credit for FCS 112. (F) (GR/P/NP)

FSN 127 Field Experience - Food Services 2 units
Acceptable for credit: CSU
Prerequisite: FSN 109 or FCS 109 and CA 120 or FCS 120 and CA 124 and CA 125 and CA 126
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 as provided by an RD; requisitioning; standardizing recipes; using cycle menus; food receiving, preparation, storage and service; recordkeeping; and communicating are emphasized. The 75 field experience hours are by arrangement with the field site and may include 25 hours in the student's current work facility. (A) (GR)

FSN 128 Field Experience 2 – Dietetics 2 units
Acceptable for credit: CSU
Prerequisite: FSN 109 or FCS 109 and CA 120 or FCS 120 and CA 124 and CA 125 and CA 126
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 75 field experience hours are by arrangement with the field site and may include 25 hours in the student's current work facility. (S) (GR)

FSN 132 Intro to Culinology® Professions 1 unit
Acceptable for credit: CSU
Advisory: ENGL 512
Orientation to careers in dietetics, nutrition science, food science, culinary arts, food service management and Culinology®, and to campus programs and resources. Career portfolios, professional organizations and publications are explored. Educational plans will be developed in conjunction with counseling personnel. (F) (GR/P/NP)

FSN 133 Introduction to Food Science 3 units
Acceptable for credit: CSU
Prerequisite: CHEM 120
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. (S) (GR/P/NP)

FSN 134 Food, Nutrition, Customs & Culture 4 units
Acceptable for credit: CSU
Advisory: FCS 120 or CA 120 and CA 124
A study of the socioeconomic, 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. This course is not open to students who are enrolled in or have received credit for FCS 134. (S) (GR/P/NP)

FSN 199 Special Topics in Food Science & Nutrition 0.5 to 3 units
Acceptable for credit: CSU
For course description, see “Special Topics”

FRENCH

FRCH 101 Elementary French 5 units
Acceptable for credit: CSU, UC
An introduction to current French, 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 French. Includes an introduction to some aspects of the culture of the French-speaking world. (F,S) (GR/P/NP)

FRCH 102 Elementary French 5 units
Acceptable for credit: CSU, UC
Prerequisite: FRCH 101 or two years of high school French
A continuation of FRCH 101, emphasizing oral and written participation and continuing the cultural introduction to some aspects of French history, art, music, customs and folklore. (F,S) (GR/P/NP)

FRCH 189 Independent Projects in French 1 to 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

GEOGRAPHIC INFORMATION SYSTEMS

GIS 111 Global Positioning Systems (GPS) 1 unit
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 AG 112. (F,S) (GR/P/NP)

GIS 112 Fundamentals of Mapping w/ GIS 3 units
Acceptable for credit: CSU
Advisory: CBIS 101
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

GEOGRAPHY

GEOG 101 Physical Geography 3 units
Acceptable for credit: CSU, UC
Advisory: ENGL 513
An introduction to the earth’s physical geography, addressing the origins, patterns and interconnections of weather/climate, water, landforms, living systems and human culture. (F,S) (GR/P/NP)

GEOG 102 Human Geography 3 units
Acceptable for credit: CSU, UC
Advisory: ENGL 513
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. (F,S) (GR/P/NP)

GEOG 103 World Regional Geography 3 units
Acceptable for credit: CSU, UC
A study of the world’s major geographic regions. The course focuses on the increasing globalization of the world and a movement towards greater emphasis on cultural diversity. (F) (GR/P/NP)

GEOG 110 Introduction to Meteorology 4 units
Acceptable for credit: CSU, UC
Advisory: Successful completion of MATH 311
An introduction to the physical processes underlying atmospheric and weather phenomena, including global climate change and the impacts of various weather and climate phenomena on society. Topics include thermodynamic processes in the moist terrestrial atmosphere; radiation (solar-terrestrial) and heat budget; atmospheric stability and convection. The dynamics of the atmosphere and ocean, along with their general circulation patterns are described. Both synoptic and mesoscale meteorology, as well as factors involved in weather forecasting are discussed, including basic observations, data analysis and modeling. (F,S) (GR/P/NP)

GEOG 179 Experimental Courses in Geography 0.5 to 10 units
Acceptable for credit: CSU, UC
For course description, see "Experimental Courses."

GEOG 189 Independent Projects in Geography 1 to 3 units
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

GEOLOGY

GEOL 100 Physical Geology 4 units
Acceptable for credit: CSU, UC
Advisory: Eligibility for MATH 311
An elementary course in the principles of physical geology including identification of rocks and minerals, study and
interpretation of topographic and geological maps and the study of land forms and structures. Includes a local field trip. (F,S) (GR/P/NP)

**GEO 114 Oceanography**  3.5 units  
Acceptable for credit: CSU, UC  
An introduction to the physical and biological aspects of the marine environment, including processes of heat transfer, tides, currents, waves, life in the marine ecosystem, geological processes of shorelines, deep-sea geology, plate tectonics and marine economic resources. Includes field trips to local coastal areas. (F,S) (GR/P/NP)

**GEO 131 Geology of California**  3 units  
Acceptable for credit: CSU, UC  
An overview of the geographic features and history of California emphasizing an understanding of California’s past and present plate tectonic setting, unique landscape features, resources and hazards. (F,S) (GR/P/NP)

**GEO 141 Environmental Geology**  3 units  
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 ENVS 102. (F,S) (GR/P/NP)

**GEO 179 Experimental Courses in Geology**  0.5 to 10 units  
Acceptable for credit: CSU, UC-DAT  
For course description, see “Experimental Courses.”

**GEO 189 Independent Projects in Geology**  1 to 3 units  
Acceptable for credit: CSU, UC-DAT  
For course description, see “Independent Projects.”

**GEO 199 Special Topics In Geology**  0.05 – 3 units  
Acceptable for credit: CSU  
For course description, see “Special Topics

**GLOBAL STUDIES**

**GBST 101 Introduction to Global Studies**  3 units  
Acceptable for credit: CSU, UC  
Introduction to the phenomenon of globalization and a broad range of cultural, economic, political and social issues confronting the globalized world today. Structured around three thematic categories: (1) culture and society, (2) governance and conflict, and (3) integrating economic systems – designed to explore multifaceted connections among nation-states: nongovernmental organizations; ethnic, cultural, and religious groups; and populations around the world. (F, S) (GR/P/NP)

**GBST 141 Global Economics**  3 units  
Acceptable for credit: CSU, UC  
Advisory: Completion or concurrent enrollment in ECON 101 or ECON 102 or ECON 121 or BUS 121  
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 BUS 141 or ECON 141. (F,S,U) (GR/P/NP)

**GRAPHICS**

**GRPH 108 Design 1 on the Computer**  3 units  
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. (F,S) (GR/P/NP)

**GRPH 110 Introduction to Graphic Design**  3 units  
Acceptable for credit: CSU  
Prerequisite: ART 110 or GRPH 108 or PHTO 110  
This course is an introduction to the theories, principles and processes of Graphic Design. Students develop visual communication skills and create digital artwork for printing, publishing and manufacturing industries. Topics include graphic design history; developing art and typography for emerging technologies; and current professional practices with an emphasis on developing strong conceptual and production skills. Students work in a digital studio environment using Apple computers, current Adobe Creative Suite software and digital printing equipment. This 3 unit course is a lecture/lab combination. (F,S) (GR/P/NP)

**GRPH 111 Digital Imagery Lab**  1 unit  
Course may be repeated two times.  
Acceptable for credit: CSU  
Prerequisite: Completion of or concurrent enrollment in GRPH 112  
This course teaches students how to construct, edit and process digital images using Adobe Photoshop software and Apple Macintosh computers, color scanners, and digital color printers for a variety of black/white and color projects. Students will explore creative solutions to assignments and utilize current technology to develop and process digital images for various industries including printing, digital publishing, photography, animation and video editing. This course is 3–15 units. (F,S) (GR/P/NP)

**GRPH 112 Digital Imagery**  3 units  
Acceptable for credit: CSU  
Corequisite: Completion of, or concurrent enrollment in GRPH 111  
Introduces students to the use of Apple computers and Adobe Photoshop for developing and editing digital images for use in graphic design, photography, web, video and motion graphics projects. Students will learn raster image resolutions, formats and professional practices for acquisition, creation, editing and processing for various industries including printing, digital publishing, animation, and video editing. (F,S) (GR/P/NP)

**GRPH 113 Digital Illustration**  3 units  
Acceptable for credit: CSU  
Corequisite: GRPH 114  
Advisory: GRPH 110, GRPH 108, or GRPH 112
This course is an introduction to the field of illustration and vector-based drawing using Adobe Illustrator software and Apple Macintosh computers. Emphasis will be placed on developing skills for producing graphics and illustrations for various commercial art marketplaces. Critical thinking and visual problem solving skills will be integrated with current digital illustration practices, tools and publishing technologies. (F,S) (GR/P/NP)

**GRPH 114 Digital Illustration Lab**  
1 unit  
Acceptable for credit: CSU  
Corequisite: completion of concurrent enrollment in GRPH 113  
This lab provides opportunities to create and develop digital illustrations and graphic designs utilizing current Adobe Illustrator software and Apple computers in a studio/lab environment. Students will explore the tools, techniques and processes used in developing artwork for graphic design and illustration projects for single and multi-color printing, publishing and manufacturing processes. This lab may be repeated once. (F,S) (GR/P/NP)

**GRPH 115 Digital Design & Publishing**  
3 units  
Acceptable for credit: CSU  
Advisories: GRPH 110 or GRPH 112 or GRPH 113  
This is a lecture/lab course that examines layout and design for printing and digital publishing. Students develop artwork and production skills for printing and publishing projects such as business stationery systems, brochures, booklets, and ebooks. Topics include current production strategies for single and multi-color layouts, variable data and emerging publishing technologies using Adobe InDesign CS5 and other Adobe Creative Suite CS5 software on Apple Macintosh computers and digital printers. (F,S) (GR/P/NP)

**GRPH 116 Digital Portfolio**  
3 units  
Acceptable for credit: CSU  
This is a course for students who want to learn digital presentation techniques to develop effective, professional portfolios in graphics, illustration, photography, fine art, architecture, engineering, and other visual, employment or educational areas. Topics include converting and working with digital images/media, design for web galleries and presentation techniques for portfolios using Adobe Dreamweaver CS5 and other Adobe Creative Suite CS5 software such as Photoshop, Illustrator and Acrobat. (F,S) (GR/P/NP)

**GRPH 118 Introduction to Web Graphics**  
3 units  
Acceptable for credit: CSU  
Advisory: GRPH 112 or GRPH 113  
This course studies graphic design tools and processes for developing artwork that will be implemented into web sites. Students practice the creative development of web graphics using Adobe Photoshop CS5 and Adobe Illustrator CS5 and implement them into web sites using Adobe Dreamweaver CSS and XHTML and CSS. Topics include branding strategies; designing for interactivity and efficiency; color and typography; and search engine optimization techniques for current browsers and web standards. (F1, A) (GR/P/NP)

**GRPH 120 Advanced Design for Publishing**  
3 units  
Acceptable for credit: CSU  
Prerequisite: GRPH 115  
This course is designed to advance the skills learned in GRPH 115 to design for print and digital publishing systems. Production, management, and creative skills for printing and publishing processes are further explored using Adobe InDesign CS5, Adobe Photoshop CS5, Adobe Illustrator CS5 and other Adobe Creative Suite software. The lab experience allows for the development of complex projects in a professional publishing environment equipped with Apple Macintosh computers and high quality digital printers. (F,S) (GR/P/NP)

**GRPH 130 3D Modeling for Production**  
3 units  
Acceptable for credit: CSU  
Advisory: GRPH 112 or GRPH 113  
A study of 3D modeling as it applies to industrial design, packaging and animation. Topics include render theory and practices; and surface manipulation of objects. Polygonal and subdivision operations for 3D modeling will be stressed. 3D computer graphics will utilize programs such as Maya and Mudbox. Prior experience with raster and vector elements is desirable. This course is elective for Applied Design/Media degrees and may be time. (F,S) (GR/P/NP)

**GRPH 160 Applied Design Graphics Lab**  
1 unit  
Course may be repeated two times.  
Acceptable for credit: CSU  
Corequisite: Completion of or concurrent enrollment in any of the following courses – GRPH 108, 110, 112, 113, 115, 116, 118, 120, 130.  
This lab is designed to provide students opportunities to refine and expand artistic and technical skills learned in GRPH 108, 110, 112, 113, 115, 116, 118, 120, and/or 130. Students work on diverse imaging software including Adobe Creative Suite CS5, Maya, and Mudbox on Apple Macintosh computers and have access to digital printers. (F,S,U) (GR/P/NP)

**GRPH 179, 379 Experimental Courses in Graphics**  
0.5 to 10 units  
179 - Acceptable for credit: CSU, UC-DAT  
For course description, see "Experimental Courses."

**GRPH 189 Independent Projects in Graphics**  
1 to 3 units  
Course may be repeated three times.  
Acceptable for credit: CSU, UC-DAT  
For course description, see "Independent Projects."

**GRPH 199 Special Topics in Graphics**  
0.5 to 3 units  
Acceptable for credit: CSU  
For course description, see "Special Topics."

**HEALTH EDUCATION**

**HED 100 Health and Wellness**  
3 units  
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. (F,S,U) (GR/P/NP)
through philosophic systems as related to critical thinking

A survey of United States history (1877 to the present) and early development. (F,S) (GR/P/NP)

Factors fundamental for understanding the nation's origins involving the economic, political, international and ethnic factors fundamental for understanding the nation's origins and growth. (F,S,U) (GR/P/NP)

HIST 102 World Civilizations Since 1500 3 units
Acceptable for credit: CSU, UC

An interdisciplinary examination 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 HUM 102. (S) (GR/P/NP)

HIST 103 East Asian Civilization 3 units
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 Southeast 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 HUM 103. (F,S,U) (GR/P/NP)

HIST 104 Western Civilization to 1650 3 units
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 HUM 104. (F,S) (GR/P/NP)

HIST 105 Western Civilization Since 1650 3 units
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 HUM 105. (F,S) (GR/P/NP)

HIST 107 U S History to 1877 3 units
Acceptable for credit: CSU, UC-CL

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. (F,S) (GR/P/NP)

HIST 108 U S History 1877 to Present 3 units
Acceptable for credit: CSU, UC-CL

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. (F,S,U) (GR/P/NP)

HIST 118 U S History 3 units
Acceptable for credit: CSU, UC-CL

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. (F,S,U) (GR/P/NP)

HIST 119 History of California 3 units
Acceptable for credit: CSU, UC

The history of California from the earliest explorers to the present, with emphasis on major social and cultural themes. (F,S) (GR/P/NP)

HIST 120 History of the Mexican-American 3 units
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. (A) (GR/P/NP)

HIST 138 History of Deaf 3 units
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 ASL 138. (S) (GR/P/NP)

HIST 179, 379 Experimental Courses in History 0.5 to 10 units

179 - Acceptable for credit: CSU, UC-DAT
For course description, see "Experimental Courses."

HIST 189 Independent Projects in History 1 to 3 units
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

HUM 101 World Civilizations to 1600 3 units
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 HUM 101. (S) (GR/P/NP)
enrolled in or have received credit for HIST 102.  
(F, S) (GR/P/NP)

**HUM 103 East Asian Civilization**  3 units

*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 Southeast 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 HIST 103.  
(F,S,U) (GR/P/NP)

**HUM 104 Western Civilization to 1650**  3 units

*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 HIST 104.  
(F,S) (GR/P/NP)

**HUM 105 Western Civilization Since 1650**  3 units

*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 HIST 105.  
(F,S) (GR/P/NP)

**HUM 179, 379 Experimental Courses in Humanities**  0.5 to 10 units

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Experimental Courses."

**HUM 189 Independent Projects in Humanities**  1 to 3 units

*Acceptable for credit: CSU, UC-DAT*

For course description, see "Independent Projects."

**HUMAN SERVICES**

**HUSV 101 Becoming a Helping Professional**  3 units

*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 counter-transference, boundary issues, stress, burnout and self-care.  
(F,S) (GR/P/NP)

**HUSV 102 Case Management of Diverse Clients**  3 units

*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.  
(F,S) (GR/P/NP)

**HUSV 103 Basic Counseling Skills**  3 units

*Acceptable for credit: CSU*

Introduction to counseling skills for the human services paraprofessional with applications to different work settings and diverse populations.  
(F,S) (GR/P/NP)

**HUSV 104 Group Dynamics**  3 units

*Acceptable for credit: CSU, UC*

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.  
(F,S) (GR/P/NP)

**HUSV 105 Practicum Seminar**  2 units

Course may be repeated three times.  
*Acceptable for credit: CSU*

Advisory: Concurrent enrollment in HUSV 120 or 130 or 140 or 150 or 160.

Provides students with a seminar format in which to discuss, analyze and critically evaluate their fieldwork experience in local human service agencies.  
(F,S) (GR)

**HUSV 106 Family Systems, Addiction & Trauma**  3 units

*Acceptable for credit: CSU*

Examines family systems dynamics and intergenerational transmission of addiction, and the interacting effects of abuse and psychological trauma.  
(F,S) (GR/P/NP)

**HUSV 107 Serving Culturally Diverse Clients**  3 units

*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 effectively work with a diverse clientele.  
(F,S) (GR)

**HUSV 108 Crisis Intervention**  3 units

*Acceptable for credit: CSU*

Training in basic crisis intervention skills and application of these skills to a wide range of issues, situations and settings including domestic abuse, suicide, sexual assault, death, addiction and post traumatic stress.  
(F,S) (GR/P/NP)

**HUSV 110 Alcohol, Drugs & Addiction**  3 units

*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 SOC 106 or PSY 106.  
(F,S) (GR)

**HUSV 111 Addiction Treatment & Recovery**  3 units

*Acceptable for credit: CSU*

Advisory: HUSV 102 or HUSV 103 or HUSV 110 or SOC 106 or PSY 106

(F, S) (GR)
HUSV 122 States of Consciousness 3 units
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 peak experiences. This course is not open to students who are enrolled in or who have received credit for PSY 122 or ANTH 122. (F,S) (GR)

HUSV 124 Substance Abuse Prevention 3 units
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. (F,S) (GR/P/NP)

HUSV 126 Meditation/Mindfulness/Relaxation 3 units
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. (F,S) (GR/P/NP)

HUSV 127 Emotional Intelligence 3 units
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 PSY 127. (F,S) (GR/P/NP)

HUSV 128 Positive Psychology 3 units
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 PSY 128. (F,S) (GR/P/NP)

HUSV 130 Addiction Studies Practicum 2 to 4 units
Course may be repeated one time.
Acceptable for credit: CSU
Advisory: Satisfactory completion of all required courses in the degree or certificate prior to enrolling; concurrent enrollment in HUSV 105A or 105B or 105C or 105D.
Limitation on Enrollment: To participate in Cooperative Work Experience in HUSV 130A: (1) students must be volunteering or working in the addiction treatment field, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (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 HUSV 130 may earn 2 units of credit per semester by completing 125 hours of work experience if unpaid or 150 hours if paid. The Human Services (General) certificate/degree internship requirement will be met by completion of HUSV 120 and 2 concurrent units of HUSV 105.
Practicum/supervised work experience in a social service or interpersonal helping agency or facility for students seeking the degree or certificate in Human Services (General); 2 units/125-150 hours required. (F,S) (GR)

HUSV 132 Drugs, the Brain and the Body 3 units
Acceptable for credit: CSU, UC
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. (F,S) (GR/P/NP)
Advisory: HUSV 110 or SOC 106 or PSY 106 is strongly recommended.

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 PSY 132. (F) (GR/P/NP)

**HUSV 140 Co-occurring Disorders Practicum**

**Acceptable for credit:** CSU

Advisory: Satisfactory completion of all required courses in the degree or certificate prior to enrolling; concurrent enrollment in HUSV 105A or 105B or 105C or 105D

Limitation on Enrollment: To participate in Cooperative Work Experience in HUSV 140: (1) students must be volunteering or working at a job in the social services or interpersonal helping field focusing on the needs of persons with co-occurring substance use and mental disorders, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (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 HUSV 140 may earn 2 units of credit by completing 125 hours of work experience if unpaid or 150 hours if paid. The Co-occurring Disorders Certificate internship requirement will be met by completion of HUSV 140 and 2 concurrent units of HUSV 105ABCD.

Practicum/supervised work experience in a social service or interpersonal helping or related agency or facility that serves clients with co-occurring substance use and mental disorders for students seeking the certificate in Co-occurring Disorders; 2 units/125-150 hours required. (F,S) (GR)

**HUSV 142 Co-occurring Disorders: Engagement**

**Acceptable for credit:** CSU

Concepts, definitions and features of co-occurring mental health and substance use disorders emphasizing attainment of empathic engagement with persons who have these disorders. This course is not open to students who are enrolled in or have received credit for PSY 142. (F,S) (GR/P/NP)

**HUSV 143 Co-occurring Disorders: Treatment**

**Acceptable for credit:** CSU

Advisory: Completion of or concurrent enrollment in HUSV 142 or PSY 142

A study of the treatment of persons who have 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 PSY 143. (F,S) (GR/P/NP)

**HUSV 144 Twelve Step Facilitation**

**Acceptable for credit:** CSU

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. (F) (GR/P/NP)

**HUSV 150 Family Studies Practicum**

**Acceptable for credit:** CSU

Advisory: Satisfactory completion of all required courses in the degree or certificate prior to enrolling; concurrent enrollment in HUSV 105A or 105B or 105C or 105D

Limitation on Enrollment: To participate in Cooperative Work Experience in HUSV 150: (1) students must be volunteering or working at a job in the social services or interpersonal helping field focusing on the needs of families and children, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (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 HUSV 150 may earn 2 units of credit by completing 125 hours of work experience if unpaid or 150 hours if paid. The Family Studies certificate internship requirement will be met by completion of HUSV 150 and 2 concurrent units of HUSV 105ABCD

Practicum/supervised work experience in a social service or interpersonal helping or related agency or facility that focuses on the needs of families and children for students seeking the certificate in Family Studies; 2 units/125-150 hours required. (F,S) (GR)

**HUSV 160 Family Services Worker 2 Practicum**

**Acceptable for credit:** CSU

Advisory: Satisfactory completion of all required courses in the degree or certificate prior to enrolling; concurrent enrollment in HUSV 105A or 105B or 105C or 105D

Limitation on Enrollment: To participate in Cooperative Work Experience in HUSDV 160: (1) students must be volunteering or working at a job in the social services or interpersonal helping field focusing on the needs of families and children, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (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 HUSV 160 may earn 2 units of credit by completing 125 hours of work experience if unpaid or 150 hours if paid. The Family Services Worker 2 certificate internship requirement will be met by completion of HUSV 160 and 2 concurrent units of HUSV 105ABCD

Practicum/supervised work experience in a social service or interpersonal helping or related agency or facility that focuses on the needs of families and children for students seeking the certificate in Family Services Worker 2 practicum; 2 units/125-150 hours required. (F,S) (GR)

**HUSV 179 Experimental Courses in Human Services**

**Acceptable for credit:** CSU, UC-DAT

For course description, see "Experimental Courses."
**INDEPENDENT PROJECTS**

**ITAL 103 Intermediate Italian**  
5 units  
Acceptable for credit: CSU, UC  
Prerequisite: ITAL 102  
A review of Italian grammar, with practice in reading, writing and conversation. Aspects of the Italian culture and history are also studied. (F,S) (GR/P/NP)

**ITAL 104 Intermediate Italian**  
5 units  
Acceptable for credit: CSU, UC  
Prerequisite: ITAL 103  
A review of advanced grammar with increased practice in reading, writing and speaking Italian. The study of Italian culture and history begun in ITAL 103 is expanded and contemporary Italian literature is introduced. (F,S) (GR/P/NP)

**ITAL 189 Independent Projects in Italian**  
1 to 3 units  
Course may be repeated three times.  
Acceptable for credit: CSU, UC-DAT  
For course description, see "Independent Projects."

**LATIN**

**LATN 101 Elementary Latin**  
3 units  
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. (F,S) (GR/P/NP)

**LAW ENFORCEMENT**

**LE 318 Traffic Collision Investigation**  
1.5 units  
This P.O.S.T. certified course provides field officers with advanced knowledge and skills for investigating traffic collisions. Emphasis will be on documenting information and evidence at the collision scene. Participants will learn and demonstrate in practical simulations effective procedures for conducting preliminary traffic collision investigations. The
course satisfies the mandates of California Vehicle Code 40600(a). (F,S) (GR)

LE 320 Basic Law Enforcement Academy 20 units
Advisories: ENGL 306, PE 141
Limitation on enrollment: Students who are not sponsored by a law enforcement agency must complete the 18 hours Pre Academy evaluation and preparation course, LE 310, to ensure that they are physically capable of safely meeting the rigorous State of California physical fitness requirements. Prior to enrollment, students must also complete an academy application packet and submit Livescan fingerprints to the California Department of Justice to verify that they can legally be issued and possess a firearm. Students must score 221 or higher on the START Test. Students must submit a completed California POST approved Medical History/Clearance form signed by their physician after medical examination. Additionally, students must be approved by the Law Enforcement Training Division of the Public Safety Department prior to enrolling.
This course is designed to satisfy the State of California Commission on Peace Officers Standards and Training (POST) requirements for basic police recruit training. It is presented in an environment of serious study, rigorous physical training, and strict law enforcement disciplinary procedures. The course is open to newly hired peace officers and other qualified students interested in employment as a law enforcement officer/deputy. Students who successfully complete the academy are awarded a certificate that qualifies them to be employed as peace officer trainees or deputy sheriff trainees by California POST certified law enforcement agency. (F,S) (GR)

LE 321 Basic Law Enforcement Academy 7 units
Limitation on enrollment: Admission by application
Advisory: Eligibility for ENGL 101
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. (F) (GR)

LE 322 Basic Law Enforcement Academy 7 units
Prerequisite: AJ 321 or LE 321
A continuation of LE 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. (S) (GR)

LE 329 State Hospital Peace Officer 7 units
Limitation on enrollment: State-required minimum qualifications for employment as a State Hospital Peace Officer
This 360-hour course delivered over nine weeks provides the student with the basic knowledge and skills for entry into the on-the-job training program for peace officers at Atascadero State Hospital. The course is presented in an atmosphere of serious study and standard law enforcement discipline. (GR)

LE 341 EVOC/Non-Law Enforcement 0.5 unit
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. (F) (GR)

LE 351 Field Training Officer 2.5 units
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer. This P.O.S.T. certification 40-hour course provides students with the P.O.S.T. Field Training Officer requirements, training techniques and methodologies for officers assigned to train and supervise new field trainees. (GR)

LE 352 Field Training Officer Update 1.5 units
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer. This P.O.S.T. certified 24-hour course meets the tri-annual update requirements for Field Training Officers assigned in P.O.S.T. certified Field Training Programs. F.T.O.s will receive update information and methods regarding teaching and training skills, leadership, ethics, legal requirements, standardized evaluation guidelines and current curriculum and methods used in Law Enforcement Academy. (GR)

LE 353 Field Training Administrator 1.5 units
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer. This P.O.S.T. certified 24-hour course meets the requirements for law enforcement agency personnel assigned as Supervisors, Administrators, or Coordinator (S.A.C.s) of P.O.S.T. approved Field Training Programs. Course curriculum includes P.O.S.T. requirements, roles and responsibilities, contemporary adult learning, legal and liability issues, evaluations and documentation and program management methods and strategies. (GR)

LE 354 Training Management Update 1.5 units
Limitation on enrollment: State required minimum professional education to qualify as a fully trained professional law enforcement officer. This P.O.S.T. certified 24-hour course meets the requirements for law enforcement agency personnel assigned as Supervisors, Administrators, or Coordinator (S.A.C.s) of P.O.S.T. approved Field Training Programs. Course curriculum includes P.O.S.T. requirements, roles and responsibilities, contemporary adult learning, legal and liability issues, evaluations and documentation and program management methods and strategies. (GR)

LE 355 Leadership Development 2.5 units
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer. This P.O.S.T. certified 40-hour course is designed to prepare students for a leadership position within a law enforcement agency. It is offered in two formats one day per month for five months, or five consecutive days. Course curriculum includes leadership concepts and roles, organizational change, liability issues, performance evaluations, disciplinary processes, group dynamics, ethical decision making, community policing and oral board preparation and exercise. (GR)

LE 356 Crime Scene Investigation 2 units
Limitation on enrollment: State required minimum professional education to qualify as a fully trained professional law enforcement officer. This P.O.S.T. certified course provides advanced instruction and "hands-on" application in photographing, protecting, processing, and documenting crime scenes as well as the proper methods of the handling of associated physical
Short-term training courses focusing on specialized law enforcement instruction in arrest and control and emergency vehicle operations. Topics will be identified on an annual basis in conjunction with law enforcement agencies.

**LE 357 Instructor Development** 2.5 units
Course may be repeated 99 times
Limitation on enrollment: Must meet minimum state requirements for teaching in a Law Enforcement Academy.
This P.O.S.T. certified 40-hour course provides the essential instructional and facilitation skills and strategies for those interested in being an instructor in a law enforcement or public safety related training program. The P.O.S.T. Academy Instructor Certification Course (A.I.C.C.) meets the initial training requirement for instructors in the regular basic course (Law Enforcement Academy) as well as the tri-annual recertification training requirement. (GR)

**LE 358 Drug Abuse Recognition** 1.5 units
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer.
This P.O.S.T. certified 24-hour course is designed to instruct in-service peace officers how to detect, identify and investigate the most commonly abused prescription drugs with an emphasis on pharmaceutical stimulants, anti-depressants and opioids. Students will learn investigative techniques and available resources to aid in the detection of prescription fraud and the identification of the various types of prescription offenders. (GR)

**LE 360 Arrest & Control/EVOC** 0.5 unit
Course may be repeated 99 times
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer.
Short-term training courses focusing on specialized law enforcement instruction in arrest and control and emergency vehicle operations. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. On-the-track driving is used. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

**LE 361 Force Options Simulator/EVOC** 0.5 unit
Course may be repeated 99 times
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer.
Short-term training courses focusing on specialized law enforcement instruction in force options simulator and arrest and control techniques. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

**LE 362 LE Driving Simulator/EVOC** 0.5 unit
Course may be repeated 99 times
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer.
Short-term training courses focusing on specialized law enforcement technology in law enforcement driving simulators and emergency vehicle operations. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. On-the-track driving and driving simulators are used. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

**LE 363 Force Ops Sim/Aрест & Control** 0.5 unit
Course may be repeated 99 times
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer.
Short-term training courses focusing on specialized law enforcement instruction in force options simulator and arrest and control techniques. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

**LE 364 LE Driving Sim/Aрест & Control** 0.5 unit
Course may be repeated 99 times
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer.
Short-term training courses focusing on specialized law enforcement instruction in law enforcement driving simulator and arrest and control techniques. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. Driving and force option simulators will be used. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

**LE 365 LE Driving Sim/Force Ops Sim** 0.5 unit
Course may be repeated 99 times
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer.
Short-term training courses focusing on specialized law enforcement technology in law enforcement driving simulators and force operations simulators. The training will be divided into four-hour modules. Topics will be identified on an annual basis in conjunction with law enforcement agencies. May be repeated as often as necessary for purposes of recertification. (GR/P/NP)

**LE 366 EVOC** 0.5 or 1 unit
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer.
This course focuses on law enforcement emergency vehicle operations. Topics will be identified on a periodic basis in conjunction with law enforcement agencies. (GR/P/NP)

**LE 367 Arrest & Control** 0.5 or 1 unit
Course may be repeated 99 times
Limitation on enrollment: State-required minimum professional education to qualify as a fully trained professional law enforcement officer.
Course consists of a comprehensive update and review of arrest and control skills and methods, including safety, liability, control techniques, handcuffing and searching, grappling and pugilistic. Variable unit range course. (GR/P/NP)

**LE 370 Arrest & Control Instructor Update** 1.5 unit
Course may be repeated 99 times
LEADERSHIP

LDER 111 Principles & Practices of Student Government 3 units

Course may be repeated one time.
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)

LDER 112 Practice/Application of Leadership Principles 3 units

Course may be repeated one time.
Acceptable for credit: CSU

Prerequisite: LDER 111

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 AGSB meetings and activities is required. (GR/P/NP)

LEARNING SKILLS

LS 101 Success In College 3 units

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 PD 101 or PD 105. (GR/P/NP)

**LS 189 Independent Projects**  
Course may be repeated three times.  
Acceptable for credit: CSU, UC  
For course description, see "Independent Projects."

**LS 312 Adapted Computer Skills**  
An overview of adaptive computer technologies for students with a variety of learning, physical and/or visual disabilities.  
(F,S) (GR/P/NP)

**LS 501 Individual Learning Assessment**  
Prerequisite: Referral and/or prior history of learning disability.  
A course involving individualized assessment for students whose learning styles have impeded academic performance in traditional educational settings. Emphasis is on assessing cognitive and academic strengths and weaknesses.  
(F,S) (P/NP)

**LIBRARY**

**LBRY 170 Library Research Methods**  
Acceptable for credit: CSU, UC  
Advisory: Completion of ENGL 300 or eligibility for ENGL 513  
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 terms papers and life-long learning while exploring the changing world of information.  
(F,S) (P/NP)

**MACHINE TECHNOLOGY**

**MT 109 Survey of Machining**  
Acceptable for credit: CSU  
A basic course in machine technology where students will learn tool geometry, blueprint reading, shop math, use of precision measuring tools, drill grinding and safe operation of conventional drill presses, lathes and mills. Included is an introduction to CNC technology.  
(F,S) (GR/P/NP)

**MT 110 Computer Numerical Controlled (CNC) Principles and Practices 1**  
Acceptable for credit: CSU  
Advisory: MT 109  
This course is a study of the use and care of computer numerical controlled (CNC) lathes, routers and milling machines. Included are advanced shop mathematics, tools path creation, coordinate system principles and an introduction to Computer Aided Design and Manufacturing.  
(F,S) (GR/P/NP)

**MT 111 Computer Numerical Controlled (CNC) Principles and Practices 2**  
Acceptable for credit: CSU  
Advisory: MT 109  
This course is designed for students with CNC machining and/or CAD/CAM experience who wish to learn advanced set-up, operation and programming using CNC machines and Mastercam CAD/CAM software. Experience with Computer Numerical Controlled (CNC) equipment and Computer Aided Drafting and Computer Aided Manufacturing (CAD/CAM) software is advised.  
(F,S) (GR/P/NP)

**MT 179, 379 Experimental Courses in Machine Technology**  
Acceptable for credit: CSU, UC-DAT  
For course description, see "Experimental Courses."

**MT 189 Independent Projects in Machine Technology**  
Course may be repeated three times.  
Acceptable for credit: CSU, UC-DAT  
For course description, see "Independent Projects."

**MT 305 Select Machine Projects**  
Course may be repeated two times.  
Prerequisite: MT 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.  
(F,S) (GR/P/NP)

**MT 311 Mastercam 1 (CAD/CAM)**  
This is a study in the principles of two-dimensional Computer Aided Design and Manufacturing (CAD/CAM) covering design and tool path creation for CNC lathes, mills and routers using Mastercam. The course will include an introduction to surfaces and solid modeling.  
(F,S) (GR/P/NP)

**MT 312 Lean Manufacturing**  
This course is a study in Lean Manufacturing. Guest speakers from manufacturing operations and academia will present on lean manufacturing and related manufacturing process.  
(F,S) (GR/P/NP)

**MT 313 Solidworks 1**  
This course is a study in the principles of three dimensional Computer Aided Design and Manufacturing (CAD/CAM) using SolidWorks. The course will cover the design of individual components and assemblies. The course will be augmented with the use of a three dimension printer.  
(F,S) (GR/P/NP)

**MT 315 Advanced Machining**  
Course may be repeated three times.  
Prerequisite: MT 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).  
(F,S) (GR/P/NP)

**MT 330 Print Reading & Interpretation**  
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 AB 330 or AT 330 or ET 330. (A) (GR/P/NP)

MT 381 Industrial Mathematics 3 units
Advisory: 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 AB 381 or AT 381 or ET 381 or WLDT 381. (F,S) (GR)

MATHMATICS

Students who plan to transfer to a four-year institution should be very careful in determining their needs in mathematics. They particularly need to note what mathematics courses are required and the sequence in which they should be taken for a particular institution and major.

If some time has elapsed since the last mathematics course was completed, the student should consider taking or retaking the appropriate level of the Math Diagnostic Placement Test (MDPT) and seek guidance from the Mathematics Department or counselor.

Students who wish to earn an associate degree from Allan Hancock College should refer to Graduation Requirements.

MATH 100 Nature of Modern Mathematics 3 units
Acceptable for credit: CSU
Prerequisite: MATH 331 or MATH 333/334
A study of contemporary topics in mathematics including statistics, social choice, management science and geometric and algebraic patterns. (S) (GR/P/NP)

MATH 105 Mathematics for Teachers 4 units
Acceptable for credit: CSU, UC
Prerequisite: Math 331 or MATH 333/334
Advisory: Completion of or concurrent enrollment in ENGL 101
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. (F,S) (GR)

MATH 121 Trigonometry 3 units
Acceptable for credit: CSU
Prerequisite: MATH 321 and (MATH 331 or MATH 333/334)
Advisory: MATH 310
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. (F,S,U) (GR)

MATH 123 Elementary Statistics 4 units
Acceptable for credit: CSU, UC - CL
Prerequisite: MATH 331 or MATH 333/334
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. (F,S,U) (GR)

MATH 131 College Algebra 3 units
Acceptable for credit: CSU, UC - CL
Prerequisite: MATH 321 and (MATH 331 or MATH 333/334)
Advisory: MATH 310
A study of functions and their inverses from graphical, numerical, analytical and applied perspectives. Includes mathematical modeling with polynomial, rational, exponential and logarithmic functions. Systems of equations, matrices, conic sections, sequences and series, and mathematical induction are also covered. (F,S,U) (GR)

MATH 135 Calculus with Applications 4 units
Acceptable for credit: CSU, UC - CL
Prerequisite: MATH 131 or MATH 141
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. (F,S) (GR)

MATH 141 Precalculus 5 units
Acceptable for credit: CSU, UC - CL
Prerequisite: MATH 321 and (MATH 331 or MATH 333/334)
Advisory: MATH 310
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). (F,S,U) (GR)

MATH 181 Calculus 1 5 units
Acceptable for credit: CSU, UC - CL
Prerequisite: (MATH 121 and MATH 131) or MATH 141
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. (F,S,U) (GR)

MATH 182 Calculus 2 5 units
Acceptable for credit: CSU, UC
Prerequisite: MATH 181
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. (F,S) (GR)

MATH 183 Multivariable Calculus 5 units
Acceptable for credit: CSU, UC
Prerequisite: MATH 182
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. (F,S) (GR)

MATH 184 Linear Algebra/Diff Equations 5 units
Acceptable for credit: CSU, UC
Prerequisite: MATH 182

MATH 189 Independent Projects in Math 1 to 3 units
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

MATH 310 Intro to Graphing Calculators 1 unit
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. (F,S,U) (GR/P/NP)

MATH 311 Algebra 1 4 units
Prerequisite: MATH 531
A study of the fundamental ideas and methods used to simplify expressions and 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. This course is not open to students who are enrolled in or have received credit for MATH 313 or MATH 314. (F,S,U) (GR/P/NP)

MATH 313 Algebra 1: Part 1 3 units
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. This course is not open to students who have completed or are enrolled in MATH 311. (F) (GR/P/NP)

MATH 314 Algebra 1: Part 2 3 units
Prerequisite: MATH 313
The second 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 graphing, polynomials, factoring, quadratic equations, applications and learning skills. This course is not open to students who have completed or are enrolled in MATH 311 (S) (GR/P/NP)

MATH 321 First Year Geometry 3 units
Prerequisite: MATH 311 or MATH 313/314
A study of basic geometry principles including constructions, congruence, parallels, right triangles, similarity, circles and proofs. (F,S,U) (GR/P/NP)

MATH 331 Algebra 2 4 units
Prerequisite: MATH 311 or MATH 313/314.
Advisory: MATH 321
A continuation of the study of the 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. (F,S,U) (GR/P/NP)

MATH 333 Algebra 2: Part 1 3 units
Prerequisite: MATH 311 or MATH 313/314.
Advisory: MATH 321
The first of a two-semester combination that is equivalent to MATH 331, this course is designed for students who desire a slower pace, more practice and learning skills. Topics include a review of real numbers, linear equations and inequalities, applications, graphs of linear equations, exponents, polynomials and factoring. Other topics include functions, rational expressions and equations and systems of equations. This course is not open to students who have completed or are enrolled in MATH 331. (F) (GR/P/NP)

MATH 334 Algebra 2: Part 2 3 units
Prerequisite: MATH 333
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, and inverse, exponential and logarithmic functions. This course is not open to students who have completed or are enrolled in MATH 331. (S) (GR/P/NP)

MATH 353 Mathematics Lab 1 unit
Course may be repeated three times.
Corequisite: Concurrent enrollment in any Allan Hancock College math class.
Designed as a supplementary class for students requiring remediation or additional assistance to complete any other math course in the catalog. Course content is determined by the needs of the individual student. May be repeated up to three times for credit. (F,S) (P/NP)

MATH 511 Fundamentals of Arithmetic 4 units
A study of arithmetic fundamentals and their application to practical situations. Self-paced class meetings consist of individual help on topics and specific problems encountered by students. Students may proceed at their own pace so long as they maintain a minimum pace required to complete the course. Math Center assistance and video-taped lessons are available. This course is not open to students who are enrolled in or who have received credit for MATH 513 or MATH 514. (F,S,U) (GR/P/NP)

MATH 513 Fundamentals of Arithmetic: Part 1 2 units
The first of a two-semester combination that is equivalent to MATH 511, this course is designed for students who desire a slower pace as well as more practice and guidance in study skills. Topics include whole numbers, fractions, ratios and decimals. 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. (F,S,U) (GR/P/NP)

MATH 514 Fundamentals of Arithmetic: Part 2 2 units
Prerequisite: MATH 513
The second half of a two-semester combination in the Fundamentals of Arithmetic 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. The MATH 513-514 sequence is equivalent to MATH 511. This course is not open to students who have completed or are enrolled in MATH 511. (F,S,U) (GR/P/NP)

MATH 531 Pre-Algebra 3 units
Prerequisite: 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 from words to expressions and equations; and solving linear equations. (F,S,U) (GR/P/NP)

MEDICAL ASSISTING

Medical Assisting consists of a medical assisting program and a medical billing program. Eligibility for application is dependent on completion of program prerequisites. Program prerequisites must be completed with a "C" or better. Courses include ENGL 514, MATH 531 and CBIS 101.

MEDICAL ASSISTING PROGRAM (MA 305 through MA 356)
The medical assisting program is a two-semester program offered every year. Students in the medical assisting program are required to be at least 18 years of age (required by California Codes-Business Professions Code Section 2068-2071) and will be required by the clinical agencies to have a CPR Card, drug screening, background check and physical exam. 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. In addition to program prerequisites, an additional prerequisite of BUS 107 must be completed with a "C" or better prior to the beginning of the 2nd semester.

MEDICAL BILLING PROGRAM (MA 360 through MA 361)
The medical billing program courses are offered throughout the fall and spring semesters. Admittance to the Medical Billing program consist of fulfilling program prerequisites and completion of the admission packet.

MA 305 Body Systems And Disease 5 units
Limitation on enrollment: Admittance to MA program.
A study of medical terminology, anatomy, physiology, pathophysiology, diagnostic testing and treatment modalities. (F) (GR)

MA 306 Medical Billing & Insurance 4 units
Limitation on enrollment: Successful completion of first semester MA courses.
Corequisite: MA 361
The course covers practices and principles of health insurance using medical terminology for completion of medical forms. An introduction to various types of medical billing practices including the pegboard system, computerized billing, basic insurance forms, collections and basic legal aspects of billing. (F) (GR)

MA 350 MA Fundamentals 2 units
Limitation on enrollment: Admittance to MA program.
Introduces the medical assisting profession including aspects of the work environment, laws that govern the profession, code of ethics, multicultural issues, communication techniques and the profession characteristics that enable the medical assistant to be a successful member of a health care team. Study skills, critical thinking, and basic pharmacological math are also included. (F) (GR)

MA 351 MA Clinical Procedures 1 3 units
Limitation on enrollment: Admittance to MA program
The course is designed to prepare the student to assist the doctor in selected phases of clinical procedures. Emphasizes asepsis, physical examination, screening practices, including care and use of equipment. (GR)

MA 352 MA Administrative 1 4 units
Limitation on enrollment: Admittance to MA program
The course explores administrative office tasks including secretarial and accounting procedures, written and oral communications, appointment scheduling and records management. Topics include insurance, banking, professional fees, billing and collection of fees. Administrative legal and ethical issues are addressed. Computer applications are employed for most functions. (F,S) (GR)

MA 353 MA Clinical Procedures 2 5 units
Limitation on enrollment: Admittance to MA program
The course is designed to provide the student with opportunity to develop skills required to perform medical office laboratory procedures and assist with medical office surgical procedures. (S) (GR)

MA 354 MA Pharmacology 4 units
Limitation on enrollment: Admittance to MA program
The course is designed to provide instruction in the scope of practice of the medical assistant in medication administration. Included are drug classifications, drug measurement systems and calculation of dosages. Parenteral and non-parenteral drug administration techniques are practiced. (S) (GR)

MA 355 MA Job Success Externship 3.5 units
Limitation on enrollment: Admittance to MA program and/or successful completion of the first semester MA courses. The course provides an opportunity for students to be exposed to the actual work environment and practice job skills learned in the program. Students interface regularly with faculty during the experience. (S) (P/NP)

MA 356 Medical Billing & Insurance 4 units
Limitation on enrollment: Successful completion of first semester MA courses.
Corequisite: MA 361
The course covers practices and principles of health insurance using medical terminology for completion of medical forms. An introduction to various types of medical billing practices including the pegboard system, computerized billing, basic insurance forms, collections and basic legal aspects of billing. (F) (GR)

MA 361 Coding for Medical Insurance 3 units
Limitation on enrollment: Successful completion of first semester MA courses.
Corequisite: MA 360


**MULTIMEDIA ARTS AND COMMUNICATIONS**

**MMAC 101 Introduction to Multimedia** 2 units
Acceptable for credit: CSU
Corequisite: MMAC 102
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. Course software: Adobe Photoshop, Flash, and Acrobat.
(F,S) (GR/P/NP)

**MMAC 102 Introduction to Multimedia Lab** 1 unit
Course may be repeated one time.
Acceptable for credit: CSU
Corequisite: MMAC 101 or successful completion of MMAC 101
A hands-on introduction to the skills, tools and processes of interactive multimedia, including creation of sound, image, animation and video files. Students will learn to use authoring software and simple programming language to develop their projects. Course software: Adobe Photoshop, Flash, and Acrobat.
(F,S) (GR/P/NP)

**MMAC 112 Web Page Design** 3 units
Acceptable for credit: CSU
Advisory: ART 108 or GRPH 108 or GRPH 111 and 112
An introduction to the skills, tools and processes necessary for producing interactive websites for traditional and mobile platforms. Students will learn to plan and create professional websites using current software as well as HTML coding. Software taught: Adobe Photoshop, Dreamweaver and Flash.
(F) (GR/P/NP)

**MMAC 114 Dynamic Internet Design** 3 units
Acceptable for credit: CSU, UC
Advisory: GRPH 108 or ART 108
Hands-on instruction in the techniques and tools for adding dynamic motion and interactivity to web pages and other digital media. Includes integration of graphics, video, text, and sound on desktop computers, programming language. Software taught: Adobe Flash Professional.
(S) (GR/P/NP)

**MMAC 115 Introduction to Animation** 3 units
Acceptable for credit: CSU
A lecture/lab introduction to animation production, including classical character animation and nontraditional techniques. This course is not open to students who have been enrolled in or have received credit for ART 115 or FILM 115.
(F,S) (GR/P/NP)

**MMAC 116 Intermediate Animation** 3 units
Acceptable for credit: CSU
A continuation of ART 115/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 have been enrolled in or have received credit for FILM 116. Course may be repeated one time.
(F,S) (GR/P/NP)

**MMAC 117 3D Computer Animation 1** 3 units
Acceptable for credit: CSU
Advisory: GRPH 111 and GRPH 112 or FILM 110
An introduction to 3D modeling and animation, using professional software to create characters, assesses and animations on the computer. This course is not open to students who are enrolled in or have received credit for FILM 117. Course software: Autodesk Maya, Adobe Photoshop.
(F,S) (GR/P/NP)

**MMAC 118 3D Computer Animation 2** 3 units
Course may be repeated one time.
Acceptable for credit: CSU
Advisory: FILM 117 or MMAC 117
A course in 3D-computer animation that reproduces the industry work environment for production of animation projects and show reels. This course is not open to students who are enrolled in or have received credit for FILM 118.
(F,S) (GR/P/NP)

**MMAC 125 Computer Video Editing** 3 units
Course may be repeated one time.
Acceptable for credit: CSU
Advisory: FILM 110 or MMAC 110
An intermediate course in 3D-computer animation that explores new digital approaches for creating and composing 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 125.
(F,S) (GR/P/NP)

**MMAC 126 Introduction to Motion Graphics** 3 units
Acceptable for credit: CSU
Advisory: GRPH 111 and GRPH 112
Explores 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.
(F,S) (GR/P/NP)

**MMAC 127 Digital Video Post- Production** 3 units
Acceptable for credit: CSU
Advisory: Film 125 or MMAC 125
Presents advanced post-production techniques including advanced non-linear video editing, digital effects and filters, and DVD authoring. This course is not open to students who are enrolled in or have received credit for FILM 127. Course software: Final Cut Pro, Adobe Encore, Adobe Media. Encodere, Adobe Soundbooth, Adobe After Effects.
(S) (GR/P/NP)

**MMAC 128 Intermediate Motion Graphics** 3 units
Acceptable for credit: CSU
Advisory: FILM 126 or MMAC 126
Intermediate study in motion graphics utilizing current industry standard software. Emphasizes the expansion and
MUS 100 Music Appreciation  3 units  
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 MUS 101 and MUS 102.  (F,S,U)  (GR/P/NP)  

MUS 101 Music History: Ancient-Baroque  3 units  
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.  (S1)  (GR/P/NP)  

MUS 102 Music History: Classical-Modern  3 units  
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.  (S2)  (GR/P/NP)  

MUS 104 Roots of Pop, Rock & Jazz  3 units  
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.  (F)  (GR/P/NP)  

MUS 105 The American Musical-Stage  3 units  
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.  (F,S)  (GR/P/NP)  

MUS 106 World Music Appreciation  3 units  
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.  (F,S,U)  (GR/P/NP)  

MUS 110 Music Fundamentals  2 units  
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.  (F,S,U)  (GR/P/NP)  

MUS 111 Music Theory 1  4 units  
Acceptable for credit:  CSU, UC  
Advisory: Students who cannot read music are advised to take MUS 110.  
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, four-part chord construction, voicing and progression, elementary figured bass and traditional harmonic analysis, non-harmonic tones and traditional musical forms.  (F)  (GR/P/N)  

MUS 112 Music Theory 2  4 units  
Acceptable for credit:  CSU, UC  
Prerequisite: MUS 111  
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, rhythm notation, four-part voice leading technique, secondary dominants, common chord modulation, sequences, advanced Roman numeral and figured bass analysis techniques.  (S)  (GR/P/NP)  

MUS 113 Music Theory 3  4 units  
Acceptable for credit:  CSU, UC  
Prerequisite: MUS 112  
A continuation of Comprehensive Music Theory 2, dealing with sight singing, ear training, one and two-part melodic dictation, advanced materials of musicianship and rhythm notation, advanced modulation techniques, tertian extensions of the triad including 9th, 11th and 13th chords, augmented sixth chords, Neapolitan sixth chords, advanced
four-part harmonic writing and analysis as well as Sonata form.  (F)  (GR/P/NP)

MUS 114 Music Theory 4  4 units
Acceptable for credit: CSU, UC
Prerequisite: MUS 113
A continuation of Comprehensive Music Theory 3 dealing with sight singing, ear training, melodic dictation, complex rhythmic notation, materials of musicianship, Post-Romantic harmony, quartal and quintal harmony, Impressionist harmonic procedures, Jazz, Atonality, the 12-tone method, integral serialism, aleatorism, Post-Serialism and minimalism.  (S)  (GR/P/NP)

MUS 115 Intro to Sound Recording & Mixing  3 units
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 FILM 120.  (F,S)  (GR/P/NP)

MUS 116 Sound Production Techniques  3 units
Acceptable for credit: CSU
Prerequisite: MUS 115 or FILM 120
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 FILM 121.  (S)  (GR/P/NP)

MUS 117 MIDI Technology & Applications  3 units
Acceptable for credit: CSU
An introduction to the use of Musical Instrument Digital Interface (MIDI).  Includes working with synthesizers, sequencing and music notation in a MIDI-controlled environment.  This course is intended for music majors and non-majors.  (F,S)  (GR/P/NP)

MUS 118 Intro to Electronic Music  3 units
Acceptable for credit: CSU
An introduction to the various areas of electronic music, including the history of electronic music, sound synthesis techniques and the use of digital and analog synthesizers in a recording studio.  Designed for both music majors and non-majors.  (F,S)  (GR/P/NP)

MUS 119 Electronic Music Technique  1 unit
Course may be repeated three times.
Acceptable for credit: CSU
Prerequisite: MUS 118
Provides the opportunity for the student to apply and refine the sound synthesis skills introduced in MUS 118.  (F,S)  (GR/P/NP)

MUS 120 Beginning Piano  1 unit
Course may be repeated one time.
Acceptable for credit: CSU, UC
An introductory course covering music reading, basic piano techniques, scales, arpeggios, simple chording, sight reading and music theory as applied to the piano.  Recommend-
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. (F, S) (GR)

**MUS 130 Mixed Ensemble** 2 unit

Course may be repeated three times.
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 cappella and instrumentally accompanied works. Public appearances are scheduled throughout the semester with an emphasis on community outreach. (F, S) (GR/P/NP)

**MUS 132 Masterworks Chorale** 2 units

Course may be repeated three times.
Acceptable for credit: CSU, UC

Limitation on enrollment: Audition at first meeting

Study and performance. 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. (F, S) (GR/P/NP)

**MUS 133 Chamber Voices** 2 units

Course may be repeated three times.
Acceptable for credit: CSU, UC

Advisory: Ability to sing and read music

Provides the opportunity to study and perform standard choral literature of the Baroque and Classical periods. A cappella performance is emphasized. Public concert appearances will include repertoire in a wide range of styles, including accompanied works. Audition at first class meeting. (F, S) (GR/P/NP)

**MUS 137 Concert Chorale** 2 units

Course may be repeated three times.
Acceptable for credit: CSU, UC

Limitation on enrollment: Audition

Designed to give singers the opportunity to rehearse and perform standard choral literature, with emphasis on large choral works. (F, S) (GR)

**MUS 140 Symphonic Band** 1 unit

Course may be repeated three times.
Acceptable for credit: CSU, UC

Limitation on enrollment: Audition

The study of band literature, techniques of ensemble playing and concert performance. Numerous public performances. (F, S) (GR/P/NP)

**MUS 143 Jazz Band** 1 unit

Course may be repeated three times.
Acceptable for credit: CSU, UC

Limitation on enrollment: Ability to play appropriate instrument and read music. Designed for members of the Allan Hancock College Jazz Band, which will perform a variety of traditional and con-temporary jazz works. The ensemble will make several appearances during the semester. (F, S) (GR/P/NP)

**MUS 144 Jazz Improvisation** 1 unit

Course may be repeated three times.
Acceptable for credit: CSU, UC

Prerequisite: Ability to play appropriate instrument and read music.

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. (F, S) (GR/P/NP)

**MUS 145 Big Band Jazz** 1 unit

Course may be repeated three times.
Acceptable for credit: CSU, UC

Prerequisite: Ability to play appropriate instrument and read music.

A performance ensemble that specializes in the Big Band and Swing Music of the 1930s and 1940s. The ensemble will have several performances each semester. (F, S) (GR/P/NP)

**MUS 146 Jazz Ensemble** 1 unit

Course may be repeated three times.
Acceptable for credit: CSU, UC

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. (F, S) (GR/P/NP)

**MUS 150 Instrumental Ensemble** 1 unit

Course may be repeated three times.
Acceptable for credit: CSU, UC

Prerequisite: Ability to play appropriate instrument and read music.

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. (F, S) (GR/P/NP)

**MUS 151 Concert Band** 1 unit

Course may be repeated three times.
Acceptable for credit: CSU, UC

Limitation on enrollment: Audition

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. (F, S) (GR/P/NP)

**MUS 160 Music Business** 2 units

Acceptable for credit: CSU

An overview of business concerns that affect musicians and composers in the fields of live performance and sound recording. Topics include copyright; royalties; the roles of managers, agents and attorneys; as well as Internet issues. (S) (GR/P/NP)

**MUS 179, 379 Experimental Courses in Music** 0.5 to 10 units

179 - Acceptable for credit: CSU, UC-DAT

For course description, see "Experimental Courses."

**MUS 189 Independent Projects in Music** 1 to 3 units

Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT

For course description, see "Independent Projects."
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 (NURS 101-112)**

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. Prerequisite courses must be completed with a "C" or better. Courses include BIOL 124, BIOL 125, BIOL 128, PSY 101, MATH 311 and ENGL 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.

**NURS 101 Foundations for Caring 2 units**  
*Acceptable for credit: CSU*  
Limitation on enrollment: Admittance to the RN Program  
The course introduces professional nurse caring. It includes foundations in communication, teaching and learning, nursing process, clinical judgment, life span, and how these concepts, skills, and issues affect and are affected by a diverse population needing health services. It covers principles of self-care that focus on multicultural differences, attitudes and beliefs. It surveys legal, ethical, historical and socio-cultural aspects of nursing. It emphasizes critical thinking, non-judgmental advocacy and nursing caring. (S2) (GR)

**NURS 102 Community Med-Surg Nursing 3 units**  
*Acceptable for credit: CSU*  
Limitation on enrollment: Admittance to RN program  
This course applies nurse caring concepts to administering nursing care of families in acute and community-based settings. Topics include: community health nursing, physical and psychosocial assessments, gerontology and the sociological aspects of aging, communicable diseases, blood-borne pathogens, oncology, human sexuality, cultural diversities, ethnic considerations and end of care life. The course emphasizes registered nurse decision-making and nursing intervention (S2) (GR)

**NURS 103 RN Practicum 1 5 units**  
*Acceptable for credit: CSU*  
Limitation on enrollment: Admittance to RN program  
Corequisite: NURS 111  
This course provides moderately structured clinical practice in a variety of acute care and community-based settings. It emphasizes hands-on delivery of planned nursing care for individuals and families. (S2) (GR)

**NURS 104 Medical Surgical Nursing 3 units**  
*Acceptable for credit: CSU*  
Provides a data base for students to utilize in nursing decision-making. Content is arranged in learning modules related 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. (S2) (GR)

**NURS 105 Leadership & Management 2 units**  
*Acceptable for credit: CSU*  
Limitation on enrollment: Admittance to the RN Program  
The course introduces the application of leadership and management concepts, skills and issues to the future registered nurse. It covers critical thinking, change, quality management, ethical and legal responsibilities and professional nursing roles and relationships. It also details application for nursing licensure and of state nurse practice acts. (F2) (GR)

**NURS 108 RN Practicum 2 5 units**  
*Acceptable for credit: CSU*  
Limitation on enrollment: Admittance to RN program  
Corequisite: NURS 112  
The course provides opportunities to apply nurse caring concepts to people at risk. The student implements the nursing process with increasing level of independence. It includes a learning-objectives based preceptorship. (F2) (GR)

**NURS 109 Medical/Surgical at Risk Population 2.5 units**  
*Acceptable for credit: CSU*  
Prerequisite: Successful completion of first semester nursing courses  
Corequisite: Enrollment in second semester nursing courses  
A study of the application of caring concepts to medical/surgical clients at risk. Emphasizes the skills necessary to provide specific nursing interventions. (F2) (GR)

**NURS 110 Mental Health Nursing 2.5 units**  
*Acceptable for credit: CSU*  
Prerequisite: Successful completion of first semester nursing courses  
Corequisite: Enrollment in second semester nursing courses  
The course provides the knowledge and skills necessary to identify psychiatric and mental health patients/clients at risk and to apply caring concepts. Specific nursing interventions are presented. (F2) (GR)

**NURS 111 Intermediate RN Skills 0.5 unit**  
*Acceptable for credit: CSU*  
Limitation on Enrollment: Admittance to the RN Program  
The course provides hands-on practice and testing at the registered nursing level. The nursing skills vary from intermediate to complex. Practice opportunities vary from
**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 certified. Fees are involved. Admittance to the Nursing Assistant program requires an admission packet to be successfully completed prior to enrolling in the course.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NURS 300 CNA/Acute Care Aid</strong></td>
<td>16</td>
<td>Completion of program application and ENGL 101</td>
</tr>
<tr>
<td><strong>NURS 112 Advanced RN Skills</strong></td>
<td>0.5</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>Limitation on enrollment: Admittance to the RN Program</td>
<td></td>
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</tr>
<tr>
<td>The course provides opportunities to practice and develop advanced nursing skills. The complex skills integrate previously learned nursing skills and apply protocols in case scenarios, simulations and role playing clinical situations. (S2) (GR)</td>
<td></td>
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</tr>
<tr>
<td><strong>NURS 180 RN Skills Lab</strong></td>
<td>0.5</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>Course may be repeated two times.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NURS 199 Special Topics in Nursing</strong></td>
<td>0.5 to 3 units</td>
<td>Acceptable for credit: CSU, UC-Determined after admission</td>
</tr>
<tr>
<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 by 199 are not offered on a regular cycle (not within a two-year period). (F,S) (P/NP)</td>
<td></td>
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</tr>
<tr>
<td><strong>NURS 310 Pharmacology</strong></td>
<td>3</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>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. (S1) (GR)</td>
<td></td>
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</tr>
<tr>
<td><strong>NURS 311 Medication Administration</strong></td>
<td>1.5</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>Presents the knowledge and skills necessary for safe medication administration. (S) (GR)</td>
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</tr>
<tr>
<td><strong>NURS 317 Fundamentals of Nursing</strong></td>
<td>3.5</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>Provides a foundation of theory and training necessary for the beginning student to perform basic nursing techniques and procedures safely and effectively. (S1) (GR)</td>
<td></td>
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</tr>
<tr>
<td><strong>NURS 318 Clinical Lab 1</strong></td>
<td>8</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>Supervised experience in selected practice areas using basic vocational nursing skills in the acute hospital and skilled nursing facility. (S1) (P/NP)</td>
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</tr>
<tr>
<td><strong>NURS 320 Gerontology</strong></td>
<td>2</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>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. (S1) (GR)</td>
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</tr>
<tr>
<td><strong>NURS 322 Maternal &amp; Infant Health</strong></td>
<td>2</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>A study of all phases of the maternity cycle, including the nursing care of the obstetrical patient and the newborn infant. (F1) (GR)</td>
<td></td>
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</tr>
<tr>
<td><strong>NURS 323 Respiratory System</strong></td>
<td>2</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>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. (U) (GR)</td>
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</tr>
<tr>
<td><strong>NURS 327 Gastrointestinal and Urinary</strong></td>
<td>2.5</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>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. (F1) (GR)</td>
<td></td>
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</tr>
<tr>
<td><strong>NURS 328 Clinical Lab 2</strong></td>
<td>3</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>Supervised experience in the acute hospital and out-patient care clinics in selected practice areas using intermediate Vocational Nursing student skills. (U) (P/NP)</td>
<td></td>
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</tr>
<tr>
<td><strong>NURS 329 Endocrine &amp; Reproductive</strong></td>
<td>2.5</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>Provides the foundations of safe and effective vocational nursing care of various disease processes of the endocrine and reproductive systems. (S1) (GR)</td>
<td></td>
<td></td>
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<tr>
<td><strong>NURS 330 Pediatrics</strong></td>
<td>1.5</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>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. (U) (GR)</td>
<td></td>
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<tr>
<td><strong>NURS 331 Circulatory System</strong></td>
<td>2</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>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. (F1) (GR)</td>
<td></td>
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</tr>
<tr>
<td><strong>NURS 332 Neurosensory System</strong></td>
<td>2</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>Provides the theory and training necessary for the student to perform safe, effective vocational nursing care for patients</td>
<td></td>
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</tr>
</tbody>
</table>
with disorders of the brain, spinal cord and the special senses of the eye and ear. (F1) (GR)

NURS 335 Integumentary/Musculoskeletal 2.5 units
An introductory course on the safe and effective vocational nursing care of patients/clients with health conditions affecting the integumentary and musculoskeletal systems. (S1) (GR)

NURS 337 Professional Relationships 1 unit
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. (F1) (GR)

NURS 338 Clinical Lab 3 8 units
Supervised experience in the acute hospital in selected practice areas using vocational nursing skills. (F1) (P/NP)

NURS 370 Intravenous Therapy 2 units
Prerequisite: Current California Vocational Nurse’s or Registered Nurse’s Licensure or concurrent enrollment in 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. (F1) (GR)

NURS 380 LVN Skills Lab 0.5 unit
Course may be repeated two times.
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. (F,S) (P/NP)

NURS 399 Special Topics in Nursing 0.5 to 3 units
Lecture and/or lab as required by unit formula. 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 by 399 are not offered on a regular cycle (not within a two-year period). (A) (GR)

NURS 416 Certified Home Health Aide 2 units
Limitation on enrollment: Completion of course admission packet.
Prerequisite: NURS 300 or NURS 400 or proof of current CNA certification
Advisory: MA 305
The course prepares the certified nurse assistant to expand skills and meet the home health aide eligibility requirements for State of California certification. (U) (GR)

NURS 420 Restorative Aide 1.5 units
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. (U) (GR)

NURS 422 EKG/Monitor Observer 1.5 units
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. (U) (GR)

NURS 480 CNA Skills Lab 0.5 unit
Course may be repeated two times.
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. (F,S) (P/NP)

NURS 499 Special Topics in Nursing 0.5 to 3 units
Lecture and/or lab as required by unit formula. 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 by 499 are not offered on a regular cycle (not within a two-year period). (A) (GR)

PLGL 101 Intro to Paralegal Studies 3 units
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 514
Acquire the basic knowledge needed to begin your career as a paralegal. This course provides an in-depth overview of the legal system with special emphasis on the duties and responsibilities of a paralegal. (F, S) (GR)

PLGL 102 Criminal Law and Procedure 3 units
Acceptable for credit: CSU
Advisory: ENGL 514
Introduction to criminal law and procedure for the paralegal. This course includes crimes against persons, habitation, property, order, justice, and morals. Defenses to criminal activity, search and seizure, confessions, pretrial, trial and sentencing are also covered. (F, S) (GR)

PLGL 103 Civil Litigation 3 units
Acceptable for credit: CSU
Prerequisite: ENGL 100
Introduction to civil litigation for the paralegal. This course is a survey of litigation, from the initial client interview to post-trial appeals. Complaint drafting, filing, service motions, answers and discovery are covered. Settlement and trial are also included. (F, S) (GR)

PLGL 104 Legal Research and Writing 3 units
Acceptable for credit: CSU
Prerequisite: ENGL 101
This course covers the sources and methods of legal research as related to cases, statutes and secondary
PLGL 105 Legal Analysis and Writing 3 units
Acceptable for credit: CSU
Prerequisite: PLGL 104
Designed to expose paralegal students to written advocacy and discovery requests. Emphasizes persuasive writing techniques, writing for a purpose and discovery mechanics. Students will complete substantial writing assignments. (F, S) (GR)

PLGL 106 Case Management 3 units
Acceptable for credit: CSU
Prerequisite: PLGL 103
This course is designed to help students develop the conceptual and technical skills necessary to manage cases in a law office environment. The course includes interaction with case management software, databases and word processing. (F, S) (GR)

PLGL 107 Ethics for Paralegals 1 unit
Acceptable for credit: CSU
Advisory: Eligibility for ENGL 514
Ethics are the standards that regulate the integrity of the legal profession. This course will improve your understanding of how paralegals are affected by ethical issues. (F, S) (GR)

PLGL 108 Wills and Trusts 3 units
Acceptable for credit: CSU
Prerequisite: PLGL 101
This course introduces the law governing wills, trusts and estate planning. It emphasizes practical applications for paralegals and exposes students to forms and procedures used in a law office. (F, S) (GR)

PLGL 109 Family Law 3 units
Acceptable for credit: CSU
Prerequisite: PLGL 101
This course introduces the basic concepts of California Family Law and emphasizes the development of practical drafting skills used by paralegals. The course examines terminology, procedures and legal document preparation involved in family law matters. (F, S) (GR)

PLGL 110 Intellectual Property Law 3 units
Acceptable for credit: CSU
Prerequisite: PLGL 101
This course provides review of intellectual property law including patents, trademarks and copyrights. Applied techniques for conducting patent searches, conducting research and creating legal documents and forms will be emphasized. (F, S) (GR)

PLGL 111 Tort Law for Paralegals 3 units
Acceptable for credit: CSU
Prerequisite: PLGL 101
Under tort law, an injured party can bring a civil lawsuit to seek compensation for a wrong done to the party or to the party's property. This course provides an overview of tort law, tort remedies and drafting of basic documents. (F, S) (GR)

PD 100 Personal & Career Exploration 3 units
Acceptable for credit: CSU, UC
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)

PD 101 Success in College 3 units
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 LS 101 or PD 105. (GR/P/NP)

PD 102 Human Relationships 3 units
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. (F,S) (GR/P/NP)

PD 110 College Success Seminar 1 unit
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. (U,A) (P/NP)

PD 115 Career Planning 1 unit
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. (F,S) (P/NP)

PD 120 Effective Tutoring 1 unit
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. (F,S) (P/NP)

PD 179, 379 Experimental Courses in Personal Development 0.5 to 10 units
179 - Acceptable for credit: CSU, UC-DAT
For course description, see "Experimental Courses."

## PHILOSOPHY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Acceptable for credit</th>
<th>Prerequisite(s)</th>
<th>Corequisite(s)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 101</td>
<td>Survey of Philosophy</td>
<td>3 units</td>
<td>CSU, UC</td>
<td></td>
<td></td>
<td>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. (F,S,U) (GR/P/NP)</td>
</tr>
<tr>
<td>PHIL 102</td>
<td>Existence &amp; Reality</td>
<td>3 units</td>
<td>CSU, UC</td>
<td></td>
<td></td>
<td>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. (S1) (GR/P/NP)</td>
</tr>
<tr>
<td>PHIL 105</td>
<td>Ethics</td>
<td>3 units</td>
<td>CSU, UC</td>
<td></td>
<td></td>
<td>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. (S,U) (GR/P/NP)</td>
</tr>
<tr>
<td>PHIL 112</td>
<td>Logic</td>
<td>3 units</td>
<td>CSU, UC</td>
<td></td>
<td></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. (F,S,U) (GR/P/NP)</td>
</tr>
<tr>
<td>PHIL 114</td>
<td>Critical Thinking</td>
<td>3 units</td>
<td>CSU, UC</td>
<td>Prerequisite: ENGL 101</td>
<td></td>
<td>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 of 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 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>PHIL 121</td>
<td>Religions of the Modern World</td>
<td>3 units</td>
<td>CSU, UC</td>
<td></td>
<td></td>
<td>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. (F,S) (GR/P/NP)</td>
</tr>
<tr>
<td>PHIL 122</td>
<td>Exploring Religious Issues</td>
<td>3 units</td>
<td>CSU, UC</td>
<td></td>
<td></td>
<td>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. (F1) (GR/P/NP)</td>
</tr>
</tbody>
</table>

PHIL 179, 379 Experimental Courses in Philosophy 0.5 to 10 units
179 - Acceptable for credit: CSU, UC-DAT
For course description, see "Experimental Courses."

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
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<th>Prerequisite(s)</th>
<th>Corequisite(s)</th>
<th>Notes</th>
</tr>
</thead>
</table>
| PHIL 189 | Independent Projects in Philosophy | 1 to 3 units | CSU, UC-DAT | | | Course may be repeated three times. Acceptable for credit: CSU, UC-DAT For course description, see "Independent Projects."

## PHOTOGRAPHY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
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<th>Prerequisite(s)</th>
<th>Corequisite(s)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHTO 110</td>
<td>Basic Photography</td>
<td>3 units</td>
<td>CSU, UC</td>
<td></td>
<td></td>
<td>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 topics on cameras, light, exposure, film and print development, enlarging, print finishing and criticism. Adjustable 35 mm camera suggested, school cameras available. (F,S) (GR/P/NP)</td>
</tr>
<tr>
<td>PHTO 120</td>
<td>Materials &amp; Processes</td>
<td>2 units</td>
<td>CSU</td>
<td></td>
<td></td>
<td>A two-unit lecture course exploring alternative photographic materials and processes including pinhole photography, cyanotype, Van Dyke, gum printing, toning, making digital and traditional enlarged negatives and making photographic books. A course for students with a background in photography. Adjustable 35 mm camera suggested, school cameras available. (S) (GR/P/NP)</td>
</tr>
<tr>
<td>PHTO 121</td>
<td>Materials &amp; Processes Lab</td>
<td>1 unit</td>
<td>CSU</td>
<td></td>
<td></td>
<td>Course may be repeated three times. Acceptable for credit: CSU Prerequisite: PHTO 110 Corequisite: PHTO 121 A lab course providing practical experiences which reinforce concepts covered in PHTO 120. Adjustable 35 mm camera suggested, school cameras available. (S) (GR/P/NP)</td>
</tr>
</tbody>
</table>
| PHTO 130 | Advanced Black & White Photography | 2 units | CSU | | | A lecture course investigating theories and working techniques of analog and hybrid systems producing negatives and advanced techniques for controlling the printing process. Emphasizes the utilization of those techniques of analog and hybrid systems producing negatives and advanced techniques for controlling the printing process. Emphasizes the utilization of those
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PHOTOGRAPHY 383 Color Photo Lab 2  1 unit
Course may be repeated three times.
Corequisite: PHTO 140 or 141 or any PHTO 179, 189, or 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 PHTO 382 and PHTO 383 for a total of four semesters. Students may not be concurrently enrolled in PHTO 382 and PHTO 383. (F,S) (P/NP)

PHOTOGRAPHY 384 Digital Photo Lab 1  0.5 unit
Course may be repeated three times.
Corequisite: PHTO 170 or 171 or any PHTO 179, 189, or 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 PHTO 384 and PHTO 385 for a total of four semesters. Students may not be concurrently enrolled in PHTO 384 and PHTO 385. (F,S) (P/NP)

PHOTOGRAPHY 385 Digital Photo Lab 2  1 unit
Course may be repeated three times.
Corequisite: PHTO 170 or 171 or any PHTO 179, 189, or 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 PHTO 384 and PHTO 385 for a total of four semesters. Students may not be concurrently enrolled in PHTO 384 and PHTO 385. (F,S) (P/NP)

PHYSICAL EDUCATION

PE 100 Introduction to Kinesiology  3 units
Acceptable for credit: CSU, UC
An introduction to the discipline of kinesiology including the importance, philosophy, history and biomechanics of human movement. Students will be exposed to various professional opportunities available to those pursuing education in the field of exercise science. Students will also examine ways of understanding and studying human movement and its role and significance in daily life. (F,S) (GR/P/NP)

PE 106 Sports Officiating  3 units
Acceptable for credit: CSU
An introduction to the basics of sports officiating with emphasis on the following sports: baseball/softball, basketball, football, soccer and volleyball. Includes application of contest rules, officiating mechanics, officiating styles and professional responsibilities applicable to each sport covered. Students will learn about ethical considerations, effective communication, decision making skills and conflict resolution as they relate to professional officiating. (F,S) (GR/P/NP)

PE 110 Techniques & Theory of Baseball  3 units
Acceptable for credit: CSU, UC-CL
Advisory: PE 165 or PEIA 140
The study and application of the theories and techniques of teaching and coaching baseball. (F) (GR/P/NP)

PE 112 Football Techniques & Theory  3 units
Acceptable for credit: CSU, UC-CL

PE 120 Beginning & Intermediate Swimming  1 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC-CL
An introduction to swimming, mastering the skills of the crawl stroke and elementary backstroke and learning personal safety skills such as floating, treading water and elementary forms of rescue. (F,S,U) (GR/P/NP)

PE 121 Swim Fitness Lab  1 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC-CL
Advisory: PE 120
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 be concurrently enrolled in PE 122. (F,S,U) (P/NP)

PE 122 Swim Fitness Lab  0.5 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC-CL
Advisory: PE 120
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 be concurrently enrolled in PE 121. (F,S,U) (P/NP)

PE 123 Aerobic Swimming  1 unit
Course may be repeated three times.
Acceptable for credit: CSU, UC-CL
Advisory: PE 120
This course familiarizes the student with the concepts of aerobic fitness, aerobic fitness evaluation, and swimming as an alternative aerobic conditioning program. Students will tailor an aerobic swim fitness program to meet their own needs with the goal of improving and maintaining their level of aerobic fitness. Students will learn how to take and use their heart rate as an indicator for evaluating and monitoring their level of aerobic fitness and their progress towards aerobic fitness. Specifically students will learn how to take and evaluate the three important stages of heart rate, resting heart rate (RHR), target or training heart rate (THR), and recovery heart rate (retire). (F,S,U) (GR/P/NP)

PE 128 Sport Psychology  3 units
Acceptable for credit: CSU
Designed to provide mental and psychological considerations as they relate to sport and exercise. Students will learn how various subjects impact the participation in and execution of sport in both individual and team settings. Subjects such as leadership and communication, goal setting, anxiety, violence, team cohesion, burnout, and drug abuse will be discussed. (F,S) (GR/P/NP)

PE 129 First Aid-CPR: Educator/Coach  1 unit
Acceptable for credit: CSU
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 130</td>
<td>Self Defense</td>
<td>1</td>
<td>Course may be repeated one time.</td>
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<td>Acceptable for credit: CSU, UC–CL</td>
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<tr>
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<td>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.</td>
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<tr>
<td>PE 131</td>
<td>Tai Chi for Health</td>
<td>1</td>
<td>Course may be repeated three times.</td>
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<td>Acceptable for credit: CSU, UC–CL</td>
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<td></td>
<td>A study of the philosophy and basic techniques of Tai Chi Chuan with special focus on breathing, fluidity of movement, and the application of the techniques to other physical disciplines.</td>
</tr>
<tr>
<td>PE 132</td>
<td>Cardio Kickboxing</td>
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<td>Course may be repeated three times.</td>
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<td>Acceptable for credit: CSU, UC–CL</td>
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<td></td>
<td>Emphasizes aerobic and strength conditioning through martial art movements. An aerobic exercise program that improves endurance, strength, and flexibility by using kickboxing movements. It involves a variety of punching and kicking movements focusing in the mirror and then on the workout bag. The high intensity, low impact activity accommodated most students at all fitness levels.</td>
</tr>
<tr>
<td>PE 133</td>
<td>Yoga Fitness</td>
<td>1</td>
<td>Course may be repeated three times.</td>
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<td>Acceptable for credit: CSU, UC–CL</td>
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<td>Fundamentals of physical yoga which focus on breathing, posture, and the development of the connection between the mind and muscles of the body.</td>
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<tr>
<td>PE 134</td>
<td>Martial Arts Techniques</td>
<td>1</td>
<td>Course may be repeated three times.</td>
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<td>Acceptable for credit: CSU, UC–CL</td>
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<td></td>
<td>Introduction to basic techniques from over 10 different martial arts systems. Discussion of characteristics of each style, as well as physical and mental attributes of those likely to excel within each system. This non-sparring exercise program will improve reflexes, coordination, strength, flexibility, balance, and muscle tone. Techniques will be practiced in the mirror and on work-out bags. Designed to accommodate most students of various fitness levels.</td>
</tr>
<tr>
<td>PE 140</td>
<td>Physical Fitness Lab</td>
<td>1</td>
<td>Course may be repeated three times.</td>
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<td>Acceptable for credit: CSU, UC–CL</td>
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<td>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. 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 141 or PE 145.</td>
</tr>
<tr>
<td>PE 141</td>
<td>Physical Fitness Lab</td>
<td>0.5</td>
<td>Course may be repeated three times.</td>
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<td>Acceptable for credit: CSU, UC–CL</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>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 145.</td>
</tr>
<tr>
<td>PE 142</td>
<td>Low Impact Conditioning Exercise</td>
<td>1</td>
<td>Course may be repeated three times.</td>
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<td>Acceptable for credit: CSU, UC–CL</td>
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<td>Provides ways for students to improve fitness level by using principles of cardiovascular conditioning, flexibility, strength, coordination and endurance training. Special attention is given to proper motion, but not required for participation.</td>
</tr>
<tr>
<td>PE 143</td>
<td>Step Aerobics</td>
<td>1</td>
<td>Course may be repeated three times.</td>
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<td>Acceptable for credit: CSU, UC–CL</td>
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<td>An aerobic exercise program that improves aerobic conditioning, flexibility, muscular strength and endurance by utilizing a platform for stepping up and down. Includes a variety of stepping routines and strength training exercises in controlled rhythmic patterns set to music. The complete high intensity low impact balanced aerobic activity accommodates students at all fitness levels.</td>
</tr>
<tr>
<td>PE 144</td>
<td>Weight Training</td>
<td>1</td>
<td>Course may be repeated three times.</td>
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<td>Acceptable for credit: CSU, UC–CL</td>
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<td>Designed to teach students the fundamentals of weight lifting, including proper lifting techniques and safety in the weight room.</td>
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<tr>
<td>PE 145</td>
<td>Varsity Conditioning</td>
<td>2</td>
<td>Course may be repeated three times.</td>
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<td>Acceptable for credit: CSU, UC–CL</td>
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<td>Designed to permit students to utilize an individualized strength and body building program using a combination of exercise machines and free weights in preparation for participation in varsity competition. Students may not be concurrently enrolled in PE 140 or PE 141.</td>
</tr>
</tbody>
</table>

This course is designed to allow students who are considering a kinesiology-based profession to develop the necessary knowledge and skills to successfully respond in various first aid and safety circumstances which may arise in their distinctive work environment as a professional educator/coach. Topics include: injury prevention; sudden illness; heat/cold related injuries; responding to acute asthmatic emergencies; soft tissue, muscular, bone and joint injuries; responding to unconscious or choking persons; and cardiac emergencies. At the end of the course, students will be American Red Cross "lay responder" certified in first aid, AED, and adult, child and infant CPR. Students will be certified at the "professional rescuer" level. Students must obtain and review the required textbook prior to the first class meeting.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PE 146</td>
<td>Strength and Flexibility</td>
<td>1</td>
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<tr>
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<td>Course may be repeated three times.</td>
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<tr>
<td>PE 149</td>
<td>Cooperative Work Experience: Occupational</td>
<td>1 to 8</td>
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<td>Course may be repeated three times.</td>
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<tr>
<td>PE 150</td>
<td>Jogging/Walking</td>
<td>1</td>
</tr>
<tr>
<td>PE 156</td>
<td>Golf</td>
<td>1</td>
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<td>Course may be repeated three times.</td>
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<tr>
<td>PE 157</td>
<td>Golf: The Short Game</td>
<td>1</td>
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<td>Course may be repeated three times.</td>
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<tr>
<td>PE 158</td>
<td>Tennis</td>
<td>1</td>
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<td>Course may be repeated three times.</td>
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<tr>
<td>PE 159</td>
<td>Body-Ball Workout</td>
<td>1</td>
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<td>Course may be repeated three times.</td>
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<tr>
<td>PE 160</td>
<td>Soccer</td>
<td>1</td>
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<td>Course may be repeated three times.</td>
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<tr>
<td>PE 161</td>
<td>Basketball</td>
<td>1</td>
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<td>Course may be repeated three times.</td>
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<tr>
<td>PE 162</td>
<td>Baseball</td>
<td>1</td>
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<td>Course may be repeated three times.</td>
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<tr>
<td>PE 163</td>
<td>Advanced Baseball</td>
<td>1</td>
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<td>Course may be repeated three times.</td>
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<tr>
<td>PE 164</td>
<td>Experimental Courses in Physical Education</td>
<td>5 to 10</td>
</tr>
<tr>
<td>PE 165</td>
<td>Independent Projects in Physical Education</td>
<td>1 to 3</td>
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<td></td>
<td>Course may be repeated three times.</td>
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<tr>
<td>PE 166</td>
<td>Special Topics in Physical Education</td>
<td>0.5 to 3</td>
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<td>Course may be repeated three times.</td>
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</tbody>
</table>

For course description, see "Experimental Courses."
PHYSICAL EDUCATION INTERCOLLEGIATE ATHLETICS

PEIA 100 Intercollegiate Football 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to give students extensive practice and instruction in football to prepare them for intercollegiate competition.
(F) (GR/P/NP)

PEIA 105 Intercollegiate Soccer, Women 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to give students extensive practice and instruction in soccer to prepare them for intercollegiate competition.
(F) (GR/P/NP)

PEIA 110 Intercollegiate Soccer, Men 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to give students extensive practice and instruction in soccer to prepare them for intercollegiate competition.
(F) (GR/P/NP)

PEIA 120 Intercollegiate Cross Country 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to give students extensive practice and instruction in cross-country to prepare them for intercollegiate competition.
(F) (GR/P/NP)

PEIA 125 Intercollegiate Volleyball 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to give students extensive practice and instruction in volleyball to prepare them for intercollegiate competition.
(F) (GR/P/NP)

PEIA 130 Intercollegiate Basketball, Men 1.5 - 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to give students extensive practice and instruction in basketball to prepare them for intercollegiate competition.
(F,S) (GR/P/NP)

PEIA 135 Intercollegiate Basketball, Women 1.5 - 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to give students extensive practice and instruction in basketball to prepare them for intercollegiate competition.
(F,S) (GR/P/NP)

PEIA 140 Intercollegiate Baseball 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to give students extensive practice and instruction in baseball to prepare them for intercollegiate competition.
(S) (GR/P/NP)

PEIA 145 Intercollegiate Softball 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to prepare students to compete in intercollegiate competition. Fundamentals of softball and advanced technique and strategy will be stressed as in any intercollegiate sport. Limitation on enrollment: Athletic eligibility. (S) (GR/P/NP)

PEIA 150 Intercollegiate Track, Men 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to give students extensive practice and instruction in track to prepare them for intercollegiate competition.
(S) (GR/P/NP)

PEIA 155 Intercollegiate Track, Women 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to give students extensive practice and instruction in track to prepare them for intercollegiate competition.
(S) (GR/P/NP)

PEIA 160 Intercollegiate Tennis, Men 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to prepare the student for tennis competition in the Western State Conference. Fundamentals, advanced techniques, prevention and care of injuries, conditioning, and court strategy will be stressed.
(S) (GR/P/NP)

PEIA 165 Intercollegiate Tennis, Women 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Designed to prepare the student for tennis competition in the Western State Conference. Fundamentals, advanced techniques, prevention and care of injuries, conditioning, and court strategy will be stressed.
(S) (GR/P/NP)

PEIA 170 Intercollegiate Golf, Men 3 units
Course may be repeated one time.
Acceptable for credit: CSU, UC
Limitation on enrollment: Athletic eligibility
Extensive practice and instruction in course management skills and techniques that prepares the student for intercollegiate golf competition. Competition includes individual and team matches, tournaments and conference tournaments.
(S) (GR/P/NP)

PEIA 175 Intercollegiate Golf, Women 3 units
Course may be repeated one time.
PHYS 110 Introductory Physics 3 units  
Acceptable for credit: CSU, UC-CL  
Prerequisite: MATH 121 or MATH 141 or MATH 181 or MATH 182 or MATH 183 or MATH 184  
An introduction to physics with emphasis on units, vectors and the definitions of physical variables. Tools and strategies necessary to be successful in PHYS 161 are covered. (F,S) (GR/P/NP)  

PHYS 141 General Physics 1 4 units  
Acceptable for credit: CSU, UC-CL  
Prerequisite: MATH 141 or completion of or concurrent enrollment in MATH 121  
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. (F) (GR/P/NP)  

PHYS 142 General Physics 2 4 units  
Acceptable for credit: CSU, UC-CL  
Prerequisite: PHYS 141  
A continuation of PHYS 141. Discusses heat, thermodynamics, electricity, magnetism, geometric and physical optics, atomic and nuclear physics. (S) (GR/P/NP)  

PHYS 161 Engineering Physics 1 5 units  
Acceptable for credit: CSU, UC-CL  
Prerequisite: PHYS 110 and MATH 182 (may be taken concurrently)  
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. (F,S) (GR/P/NP)  

PHYS 162 Engineering Physics 2 5 units  
Acceptable for credit: CSU, UC-CL  
Prerequisite: PHYS 161 and MATH 182  
A continuation of PHYS 161 that 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. (F) (GR/P/NP)  

PHYS 163 Engineering Physics 3 5 units  
Acceptable for credit: CSU, UC-CL  
Prerequisite: PHYS 161 and MATH 182  
Advisory: Completion of or concurrent enrollment in MATH 183 is recommended.  
A continuation of PHYS 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. (S) (GR/P/NP)  

PHYS 110 Introductory Physics 3 units  
Acceptable for credit: CSU, UC-CL  
Prerequisite: MATH 121 or MATH 141 or MATH 181 or MATH 182 or MATH 183 or MATH 184  
An introduction to physics with emphasis on units, vectors and the definitions of physical variables. Tools and strategies necessary to be successful in PHYS 161 are covered. (F,S) (GR/P/NP)  

PHYS 141 General Physics 1 4 units  
Acceptable for credit: CSU, UC-CL  
Prerequisite: MATH 141 or completion of or concurrent enrollment in MATH 121  
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. (F) (GR/P/NP)  

PHYS 142 General Physics 2 4 units  
Acceptable for credit: CSU, UC-CL  
Prerequisite: PHYS 141  
A continuation of PHYS 141. Discusses heat, thermodynamics, electricity, magnetism, geometric and physical optics, atomic and nuclear physics. (S) (GR/P/NP)  

PHYS 161 Engineering Physics 1 5 units  
Acceptable for credit: CSU, UC-CL  
Prerequisite: PHYS 110 and MATH 182 (may be taken concurrently)  
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. (F,S) (GR/P/NP)  

PHYS 162 Engineering Physics 2 5 units  
Acceptable for credit: CSU, UC-CL  
Prerequisite: PHYS 161 and MATH 182  
A continuation of PHYS 161 that 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. (F) (GR/P/NP)  

PHYS 163 Engineering Physics 3 5 units  
Acceptable for credit: CSU, UC-CL  
Prerequisite: PHYS 161 and MATH 182  
Advisory: Completion of or concurrent enrollment in MATH 183 is recommended.  
A continuation of PHYS 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. (S) (GR/P/NP)  

PHYS 179, 379 Experimental Courses in Physics 0.5 to 10 units  
179 - Acceptable for credit: CSU, UC-DAT  
For course description, see "Experimental Courses."  

PHYS 189 Independent Projects in Physics 1 to 3 units  
Course may be repeated three times.
POLITICAL SCIENCE

POLS 101 Intro to Political Science 3 units
Acceptable for credit: CSU, UC
Advisory: Eligibility for ENGL 101
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. (F,S) (GR/P/NP)

POLS 103 American Government 3 units
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. (F,S) (GR/P/NP)

POLS 104 Intro to International Relations 3 units
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. (S) (GR/P/NP)

POLS 105 Comparative Politics 3 units
Acceptable for credit: CSU, UC
Advisories: ENGL 101 and POLS 103
This course is an introduction to the comparative analysis of contemporary political systems and their environments with primary attention given to Japan, China, and India although other countries and regions are included. The survey includes current political institutions, citizen participation, political problems, politics, and policies within these systems. Emphasis is given to Japan, China, and India in order to provide a comparative range of contrasts among an advanced democratic society (Japan), a Communist system (China), and to an important emerging world system (India). (F,S) (GR/P/NP)

POLS 179, 379 Experimental Courses in Political Science 0.5 to 10 units
179 - Acceptable for credit: CSU, UC-DAT
For course description, see "Experimental Courses."

POLS 189 Independent Projects in Political Science 1 to 3 units
Course may be repeated three times.
Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

PSYCHOLOGY

PSY 101 General Psychology 3 units
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. (F,S,U) (GR)

PSY 104 Social Science Research Method 3 units
Acceptable for credit: CSU, UC
Advisory: SOC 101 or PSY 101
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 SOC 104. (F,S) (GR/P/NP)

PSY 106 Alcohol, Drugs and Addiction 3 units
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 HUSV 110 or SOC 106. (F,S) (GR)

PSY 112 Human Sexuality 3 units
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. (F,S) (GR/P/NP)

PSY 113 Theories of Personality 3 units
Acceptable for credit: CSU, UC
Study of major contemporary personality theories with an emphasis on psychological health, principles of adjustment and growth. (F,S) (GR/P/NP)

PSY 115 Behavior Modification 3 units
Acceptable for credit: CSU
Advisory: PSY 101 is recommended
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, pre-nursing, psychology and education majors. (S) (GR/P/NP)

PSY 116 Death & Dying 3 units
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. (S) (GR/P/NP)

PSY 117 Child Psychology 3 units
Acceptable for credit: CSU, UC
Prerequisite: PSY 101
Studies the development of the child from conception through adolescence; examines various psychological
Psychic and paranormal phenomena, religious ecstasy and dissociation, out-of-body states, near-death experiences, consequences. Topics include theories of consciousness, means of attaining those states, their uses, misuses and applications. An exploration of different states of consciousness, 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. (F,S) (GR)

**PSY 119 Abnormal Psychology** 3 units

Acceptable for credit: CSU, UC
Advisory: PSY 101
A survey of abnormal psychology reviewing patterns, causes and theories of maladaptive behavior, clinical assessment, therapies and prevention of psychological disorders. (S) (GR)

**PSY 120 Cultural Psychology** 3 units

Acceptable for credit: CSU, UC
Prerequisite: Eligibility for ENGL 101 or completion of ENGL 301 or 514
Advisory: PSY 101
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. (F,S) (GR)

**PSY 121 Social Psychology** 3 units

Acceptable for credit: CSU, UC
Prerequisite: PSY 101 or SOC 101 and eligibility for ENGL 101 or completion of ENGL 301 or 514
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 have received credit for SOC 121. (F,S) (GR)

**PSY 122 States of Consciousness** 3 units

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 HUSV 122 or ANTH 122. (F,S) (GR)

**PSY 127 Emotional Intelligence** 3 units

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 HUSV 127. (F,S) (GR/P/NP)

**PSY 128 Positive Psychology** 3 units

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 HUSV 128. (F,S) (GR/P/NP)

**PSY 132 Drugs, the Brain & the Body** 3 units

Acceptable for credit: CSU, UC
Advisory: HUSV 110 or SOC 106 or PSY 106 is strongly recommended.
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 HUSV 132. (F) (GR/P/NP)

**PSY 142 Co-occurring Disorders: Assess** 3 units

Acceptable for credit: CSU
Concepts, definitions and features of co-occurring mental health and substance use disorders emphasizing attainment of empathic engagement with persons who have these disorders. This course is not open to students who are enrolled in or have received credit for HUSV 142. (F,S) (GR/P/NP)

**PSY 143 Co-occurring Disorders: Treatment** 3 units

Acceptable for credit: CSU
Prerequisite: HUSV 142
A study of the treatment of persons who have 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 HUSV 143. (F,S) (GR/P/NP)

**PSY 189 Independent Projects in Psychology** 1 to 3 units

Course may be repeated three times. Acceptable for credit: CSU, UC-DAT
For course description, see "Independent Projects."

**PSY 199 Special Topics Courses in Psychology** 0.5 to 3 units

179 - Acceptable for credit: CSU, UC-DAT
For course description, see "Special Topics."
READING

READ 110 Reading for College 4 2 units
Acceptable for credit: CSU
Prerequisite: A recommended placement based on the START process or successful completion of READ 310 or successful completion ENGL 513.
Reading 110 is designed to equip students with effective reading skills for success in college courses. The emphasis is on improving reading rates and comprehension and developing effective text analysis. Students learn to engage successfully a variety of texts to suit different reading purposes; to develop literal, inferential, and critical comprehension skills; and to analyze, synthesize, and evaluate texts from diverse sources. (F,S,U) (GR/P/NP)

READ 149 Cooperative Work Experience: Occupational 1 to 8 units
Course may be repeated three times. Acceptable for credit: CSU, UC-DAT
For course description, see “Cooperative Work Experience: Occupational.”

READ 310 Reading for College 3 3 units
Prerequisite: A recommended placement based on the START process or successful completion of READ 510 or successful completion ENGL 512.
Reading 310 is designed to develop reading skills necessary for success in college. The emphasis is on improving literal, inferential, and critical comprehension. Students will engage successfully a variety of texts to suit different reading purposes and improve skills for vocabulary acquisition. (F,S,U) (P/NP)

READ 510 Reading for College 2 4 units
Prerequisite: A recommended placement based on the START process or successful completion of ENGL 511 or successful completion of both ESL 540 and 541.
Reading 510 is designed to introduce students to reading skills necessary for success in college. The emphasis is on improving literal, inferential, and critical reading comprehension. Students will engage a variety of texts to suit different reading purposes and will improve skills for developing vocabulary. (F,S,U) (P/NP)

REAL ESTATE

RE 100 Real Estate Principles 3 units
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. (A) (GR)

RE 300 Real Estate Exam Prep 3 units
Prerequisite: Completion of or concurrent enrollment in RE 100.
A review of the basic laws and principles of California real estate. Recommended for those preparing for the real estate salesperson license examination. (A) (P/NP)

RE 302 Legal Aspects of Real Estate 3 units
Prerequisite: RE 100.

RE 303 Real Estate Practices 3 units
Prerequisite: RE 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. (F,S) (GR/P/NP)

RE 305 Real Estate Appraisal 3 units
Prerequisite: RE 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. (F,S) (GR/P/NP)

RE 306 Property Management 3 units
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. (F,S) (GR/P/NP)

RECREATION

REC 101 Intro to Recreation Management 3 units
Acceptable for credit: CSU
An introduction to the principles of program management in recreation services in the areas of public and private domains, parks, military and institutional settings as well as services to special populations. (F,S,U) (GR/P/NP)

REC 103 Leadership in Recreation Services 3 units
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. (F,S,U) (GR/P/NP)

REC 105 Program Planning for Recreation 3 units
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. (F,S,U) (GR/P/NP)

REC 107 Recreational Sports Programming 3 units
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. (F,S,U) (GR/P/NP)
SOCIOLOGY

SOC 101 Introduction to Sociology 3 units
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. (F,S) (GR/P/NP)

SOC 102 Social Problems 3 units
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. (F,S) (GR/P/NP)

SOC 104 Social Science Research Methods 3 units
Acceptable for credit: CSU, UC
Advisory: SOC 101 or PSY 101
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 PSY 104. (F,S) (GR/P/NP)

SOC 106 Alcohol, Drugs and Addiction 3 units
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 HUSV 110 or PSY 106. (F,S) (GR)

SOC 110 Personal & Family Relationships in the 21st Century 3 units
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. (F,S) (GR/P/NP)

SOC 120 Race & Ethnic Relations 3 units
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)

SOC 121 Social Psychology 3 units
Acceptable for credit: CSU, UC
Prerequisite: PSY 101 or SOC 101 and eligibility for ENGL 101 or completion of ENGL 301 or 514
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 PSY 121. (F,S) (GR)

SOC 122 Soc of the Hispanic Culture 3 units
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. (F,S) (GR/P/NP)

SOC 155 Media & Society 3 units
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. (F,S) (GR/P/NP)

SOC 160 Cities and Urban Life 3 units
Acceptable for credit: CSU, UC
An introduction to the multidisciplinary field of urban studies, which explores topics such as the origin of cities; the physical, social and cultural characteristics of urban areas; urban social problems; and the various approaches used to solve such problems. Special attention is given to the United States and to issues of class, race and gender. (F,S,U) (GR/P/NP)

SOC 179, 379 Experimental Courses in Sociology 0.5 to 10 units
179 - Acceptable for credit: CSU, UC-DAT
For course description, see “Experimental Courses.”

SPACE OPERATIONS

SP 128 Materials & Processing 3 units
Acceptable for credit: CSU
Advisory: MATH 311
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. (S) (GR)

SPANISH

SPAN 101 Elementary Spanish 5 units
Acceptable for credit: CSU
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. Not open to students who have received credit for SPAN 120 and SPAN 121. (F,S,U) (GR/P/NP)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Acceptable for credit:</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 102</td>
<td>Elementary Spanish</td>
<td>5</td>
<td>SPAN 101 or SPAN 121 or two years of high school Spanish</td>
<td>CSU, UC</td>
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<td>A continuation of SPAN 101, emphasizing oral and written participation and continuing the cultural introduction to some aspects of Hispanic history, art, music, customs and folklore.</td>
<td>(F,S) (GR/P/NP)</td>
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<tr>
<td>SPAN 103</td>
<td>Intermediate Spanish</td>
<td>5</td>
<td>SPAN 102 or three years of high school Spanish</td>
<td>CSU, UC</td>
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<td>A review of Spanish grammar, with practice in reading, writing and conversation. Includes some cultural and historical study of the Spanish-speaking world.</td>
<td>(F,S) (GR/P/NP)</td>
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<tr>
<td>SPAN 104</td>
<td>Intermediate Spanish</td>
<td>5</td>
<td>SPAN 103 or 4 years of high school Spanish</td>
<td>CSU, UC</td>
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<td>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 SPAN 103 and introduces the students to contemporary Hispanic literature.</td>
<td>(F,S) (GR/P/NP)</td>
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<tr>
<td>SPAN 105</td>
<td>Adv Composition &amp; Grammar</td>
<td>5</td>
<td>SPAN 104</td>
<td>CSU, UC</td>
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<td>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.</td>
<td>(A) (GR/P/NP)</td>
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<tr>
<td>SPAN 110</td>
<td>Intro to Conversation in Spanish</td>
<td>2</td>
<td>SPAN 101 or SPAN 121</td>
<td>CSU</td>
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<td>Designed to help students sharpen their conversational skills in Spanish by increasing their vocabularies and perfecting grammatical structures learned in SPAN 101. Emphasis is on improving aural-oral skills.</td>
<td>(U) (GR/P/NP)</td>
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<tr>
<td>SPAN 111</td>
<td>Intermediate Spanish Conversation</td>
<td>2</td>
<td>SPAN 102</td>
<td>CSU, UC</td>
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<td>Designed for students who have completed one year of college Spanish (SPAN 101 and 102), emphasizing oral practice of the basic structures learned in SPAN 101 and the expansion of the students' vocabularies.</td>
<td>(F,S) (GR/P/NP)</td>
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<tr>
<td>SPAN 112</td>
<td>Advanced Spanish</td>
<td>3</td>
<td>SPAN 104</td>
<td>CSU, UC</td>
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<td>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.</td>
<td>(A) (GR/P/NP)</td>
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<tr>
<td>SPAN 189</td>
<td>Independent Projects in Spanish</td>
<td>1-3</td>
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<td>CSU, UC-DAT</td>
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</tbody>
</table>

**SPEECH COMMUNICATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Acceptable for credit:</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 101</td>
<td>Public Speaking</td>
<td>3</td>
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<td>CSU, UC</td>
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<td>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.</td>
<td>(F,S,U) (GR/P/NP)</td>
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<tr>
<td>SPCH 102</td>
<td>Small Group Communication</td>
<td>3</td>
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<td>CSU, UC</td>
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<td>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.</td>
<td>(F,S,U) (GR/P/NP)</td>
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<tr>
<td>SPCH 103</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<td>CSU, UC</td>
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<td>Exploration of 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.</td>
<td>(F,S,U) (GR/P/NP)</td>
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<tr>
<td>SPCH 106</td>
<td>Argumentation &amp; Debate</td>
<td>3</td>
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<td>CSU, UC</td>
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<td>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.</td>
<td>(F,S) (GR/P/NP)</td>
<td></td>
</tr>
<tr>
<td>SPCH 108</td>
<td>Oral Interpretation</td>
<td>3</td>
<td></td>
<td>CSU, UC</td>
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</table>

**SPECIAL TOPICS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Acceptable for credit:</th>
<th>Special Notes</th>
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<tr>
<td>199/399/499/599</td>
<td>Special Topics Courses</td>
<td>0.5 - 3</td>
<td></td>
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</table>

199 - Acceptable for credit: CSU, UC-DAT
Lecture and/or lab as required by unit formula. Twelve units may be applied toward graduation requirements. Formerly known as “Institutes” or “Topics In,” these are courses designed in specific disciplines to address a specific topic and unique curriculum needs within the college’s service area. Each class will carry a specific title relating to the discipline concerned and are not offered on a regular cycle (not within a two year period). These courses are not included in any major core. Special Topics courses labeled 199 are transferable; those labeled 399-599 are non-transferable.
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. (S) (GR/P/NP)

**SPCH 110 Intercultural Communication**  3 units  
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. (F,S) (GR/P/NP)

**SPCH 149 Cooperative Work Experience:**  
OCCUPATIONAL  1 to 8 units  
Course may be repeated three times.  
Acceptable for credit: CSU, UC-DAT  
For course description, see "Cooperative Work Experience Occupational."

**SPCH 189 Independent Projects in Speech**  1 to 3 units  
Course may be repeated three times.  
Acceptable for credit: CSU; UC-DAT  
For course description, see "Independent Projects."

## WELDING TECHNOLOGY

**WLDT 106 Beginning Welding**  3 units  
Acceptable for credit: CSU  
A course in the theory, practice and application of various metal joining processes, including oxyacetylene welding, brass brazing, flame cutting and electric arc processes and an introduction to both TIG and MIG welding. (F,S) (GR/P/NP)

**WLDT 107 Advanced Welding**  3 units  
Acceptable for credit: CSU  
Prerequisite: WLDT 106  
A continuation of WLDT 106, emphasizing position welding of a variety of ferrous metals, using a variety of electrodes used in industries. (F,S) (GR/P/NP)

**WLDT 179, 379 Experimental Courses in Welding Technology**  0.5 to 10 units  
179 - Acceptable for credit: CSU, UC-AT  
For course description, see "Experimental Courses."

**WLDT 189, 389 Independent Projects in Welding Technology**  1 to 3 units  
Course may be repeated three times.  
189 - Acceptable for credit: CSU, UC-DAT  
For course description, see "Independent Projects."

**WLDT 301 Selected Welding Projects**  1 unit  
Course may be repeated 2 times  
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. (F,S) (GR/P/NP)

**WLDT 306 Layout & Fabrication Interpretation**  3 units  
Prerequisite: WLDT 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. (A) (GR/P/NP)

**WLDT 307 G.M.A.W. Welding**  3 units  
Prerequisite: WLDT 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. (A) (GR/P/NP)

**WLDT 308 T.I.G. Welding**  3 units  
Prerequisite: WLDT 106  
Provides students with the theory and practical applications of gas tungsten arc welding and the operation of gas tungsten arc welding equipment. (A) (GR/P/NP)

**WLDT 309 Mini MIG (WMAW)**  0.5 unit  
This course will give students enough MIG welding background to weld in metal sculpture and ornamental iron classes using 155 power MIG welders. (A) (GR)

**WLDT 312 Pipe Fitting & Welding**  3 units  
Course may be repeated 2 times  
Prerequisite: WLDT 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. (A) (GR/P/NP)

**WLDT 315 Metal Fabrication**  4 units  
Course may be repeated one time.  
Prerequisite: WLDT 107  
Provides the student with the opportunity to combine previously learned skills into a system requiring the use of prints, tolerances and specifications. (A) (GR/P/NP)

**WLDT 316 Metal Yard Sculptures**  0.5 unit  
An introduction to craft and art of creating metal yard sculptures. Emphasis is on creative discovery from fabricated primarily non-ferrous metals, found metal objects and/or commercially available components. (A) (GR)

**WLDT 317 Ornamental Iron 1**  0.5 unit  
Basics of ornamental iron work including fabrication techniques and safety training. (A) (GR)

**WLDT 318 Welding and Metal Sculpture**  0.5 unit  
This course will provide an introduction to the art of welding. The student will be able to do light gas welding and brazing to construct individual projects. (A) (GR)

**WLDT 319 Blacksmithing Projects**  0.5 unit  
Course may be repeated three times.  
An opportunity to use blacksmithing in the fabrication of projects developed and assigned by the instructor. (F) (GR)

**WLDT 330 Welding Certification**  3 units  
Prerequisite: WLDT 107 or WLDT 307 or WLDT 308  
Provides the advanced student with the theory and practical application of welding procedures and techniques in...
WELDING TECHNOLOGY

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. (A) (GR/P/NP)

WLDT 331 Adv Welding Certification Lab 2 units
Course may be two times.
Prerequisite: WLDT 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. (A) (GR/P/NP)

WLDT 333 Welding Certification-SMAW 0.5 unit
This course is to encourage individuals who are near or at completion of preparation for taking their SMAW Certification test either for employment or the completion of their school program. (F) (GR)

WLDT 334 Welding Certification-GMAW 0.5 unit
This course is to encourage individuals who are near or at completion of preparation for taking their GMAW Certification test either for employment or the completion of their school program. (F) (GR)

WLDT 335 Flux Core Arc Welding 0.5 unit
Introduces students to craft flux core welding. Topics include types, uses, safety considerations and fabrication techniques. (A) (GR/P/NP)

WLDT 381 Industrial Mathematics 3 units
Advisory: 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 AB 381 or AT 381 or ET 381 or MT 381. (A) (GR/P/NP)

WLDT 399 Special Topics in Welding 0.5 to 3 units
For course description, see "Special Topics."

WITLAND FIRE TECHNOLOGY

WFT 101 Wildland Fire Behavior 3 units
Acceptable for credit: CSU
Prerequisite: WFT 302
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. (S) (GR)

WFT 102 Wildfire Safety & Survival 3 units
Acceptable for credit: CSU
Prerequisite: WFT 302
An exploration of the situations and conditions that result in fire shelter deployments, serious injuries and fatalities for wildland firefighters. (F) (GR)

WFT 103 Wildland Fire Operations 3 units
Acceptable for credit: CSU
Prerequisite: WFT 302
An exploration of the command structure and operational processes for ground and air operations in the control of wildland fires. (S) (GR)

WFT 104 Wildland PIO, Prevention & Investigation 3 units
Acceptable for credit: CSU
Prerequisite: WFT 302
Presents the roles and functions of the information officer, emphasizing fire prevention and investigation communications. (F) (GR)

WFT 105 Planning, Logistics & Finance 3 units
Acceptable for credit: CSU
Prerequisite: WFT 302
Explores the functions of planning, logistics and finance as related to the control of wildland fires. (S) (GR)

WFT 149 Cooperative Work Experience: Occupational 1 to 8 units
Course may be repeated three times. .
Acceptable for credit: CSU, UC-DAT
For course description, see "Cooperative Work Experience: Occupational."

WFT 301 Introduction to ICS (I-100) 0.5 unit
An introductory course designed to acquaint the student with the principles of the Incident Command System, its structure and terminology. (A) (GR/P/NP)

WFT 302 Basic ICS (I-200) 0.5 unit
A continuation of WFT 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. (A) (GR/P/NP)

WFT 303 Intermediate ICS (I-300) 1.5 unit
Prerequisite: WFT 302
A study of the organizational elements within each section of the ICS, staffing considerations and reporting relationships. Not open to students who are enrolled in or who have completed EMS 313. (A) (GR/P/NP)

WFT 304 Advanced ICS (I-400) 1 unit
Prerequisite: WFT 303
A course of study that pertains to ICS relationships and duties of command staff member, agency representatives and activation of the command general staff. Not open to students who are enrolled in or who have completed EMS 314. (A) (GR/P/NP)

WFT 305 Multi-Agency Coordination (I-401) 0.5 unit
Prerequisite: WFT 304
Course describing the major elements associated with developing and implementing an effective multi-agency coordination system. (A) (GR/P/NP)
WFTL 310 Display Processor S-245 0.5 unit
Prerequisite: WFT 302
Presents information to enable the student to be able to function as a display processor on a wildland fire incident. Includes how to identify logistical needs, including work materials and work area, how to identify sources of information and collect data, and to identify and be able to create required maps, overlays and displays. (A) (P/NP)

WFTL 311 Check in Recorder/Status Recorder S-248 0.5 unit
Prerequisite: WFT 302
Presents how to record information on location and status of equipment, record information of personnel on appropriate forms, and develop organization charts and assignments lists based on information recorded. (A) (GR/P/NP)

WFTL 312 Ordering Manager J-252 0.5 unit
Prerequisite: WFTO 329
Includes establishing ordering procedures, set up filing system, identify times and locations for delivery of supplies and equipment, and submission of all ordering documents to documentation control unit before demobilization. (A) (GR/P/NP)

WFTL 313 Receiving & Distribution Manager J-253 0.5 unit
Prerequisite: WFTO 329
Includes establishing procedures for receiving supplies and equipment, review incident action plan and operational instructions provided by logistics section concerning scope and duration of incident operations that may involve supply requirements, determine supply unit personnel requirements, inspect and accept supplies, and provide inventory records to documentation unit upon demobilization of supply unit. (A) (GR/P/NP)

WFTL 314 Base/Camp Manager J-254 2 units
Prerequisite: WFTO 329
Presents the information necessary for the student to be able to function as a base camp manager on a wildland fire incident. (A) (P/NP)

WFTL 315 Equipment Manager J-255 1.5 units
Prerequisite: WFTO 329
Includes obtaining necessary equipment and supplies, how to provide maintenance and fueling according to schedule, preparation of schedules to maximize use of available transportation, inspection of equipment, and preparation and use of proper equipment agreements. (A) (GR/P/NP)

WFTL 316 Tool & Equipment Specialist J-256 0.5 unit
Prerequisite: WFTO 310
Presents the necessary information for the student to function as a tool and equipment specialist on a wildland fire incident. The course includes utilization of work space, work assignment, numbers and kind of tools ordered/on hand, determine personnel requirements, establish a tool inventory and accountability system, ensure that all appropriate safety measures are taken in tool conditioning area, and demobilize tool area in accordance with incident demobilization plan. (GR/P/NP)

WFTL 317 Incident Communications Manager J-257 1.5 units
Prerequisite: WFTO 329
Includes how to establish the incident communications/message center, acquire supplies to set up and operate the incident communications/message center, and how to organize and manage the incident communications/message center. (A) (GR/P/NP)

WFTL 318 Communications Equipment Procedures S-258 2 units
Prerequisite: WFTL 317
Includes clear text radio transmissions, interrelationships between ICS functions and the communications unit leader, organize and staff the communications unit, and develop an effective communications plan based on the needs for each operational period and complete the necessary paperwork and forms. (A) (P/NP)

WFTL 319 Security Manager J-259 0.5 unit
Prerequisite: WFTO 329
Includes briefing information from facilities unit leader, how to establish contacts with local law enforcement agencies as required, special custodial requirements which may affect security operations, and develop a security plan. (A) (GR/P/NP)

WFTL 320 Fire Business Management Principles S-260 1.5 units
Prerequisite: WFTO 330
This course of study presents an understanding of the fiscal issues of wildland firefighting. It includes employee responsibilities and conduct, be able to recruit personnel and equipment for wildland firefighting, and provide fiscally sound equipment and personnel time recording. (GR/P/NP)

WFTL 321 Personnel Time Recorder J-261 1 unit
Prerequisite: WFTL 310
Includes establishing and maintaining employee time reports within the first operational period, how to initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period, and ensure that all employee identification information is verified to be correct. Includes contractors and commissary records, and personnel pay documents. (A) (GR/P/NP)

WFTL 322 Equipment Time Recorder J-262 1 unit
Prerequisite: WFTO 329
Includes how to establish and maintain equipment time reports within the first operational period, the necessary steps to initiate, gather, or update a time report from all applicable equipment assigned to the incident for each operational period, and how to close out equipment time documents prior to personnel or equipment leaving the incident. (A) (GR/P/NP)
WFTL 323 Claims Manager J-263 1 unit
Prerequisite: WFTO 329
Presents what is required for handling all claims related activities (other than injury) for the incident, utilization of proper support for conducting a claims investigation, preparation of claim reports, and provide information to protect the interest of the government. (A) (GR/P/NP)

WFTL 324 Compensation for Injury Manager J-264 1 unit
Prerequisite: WFTO 329
This course of study presents the information necessary for the student to be able to function as a compensation for injury manager on a wildland fire incident. (A) (GR/P/NP)

WFTL 325 Commissary Manager J-266 1 unit
Prerequisite: WFTO 329
This course of study presents the information needed for a student to be able to function as a commissary manager on a wildland fire incident. (A) (GR/P/NP)

WFTL 326 Documentation Unit Leader J-342 1 unit
Prerequisite: WFTO 329
Provides the student with the information necessary to be able to function as a documentation unit leader on a wildland fire incident. (A) (GR/P/NP)

WFTL 327 Situation Unit Leader J-346 1 unit
Prerequisites: WFTO 315, WFTO 329
Provides the student with the information necessary to be able to function as a situation unit leader on a wildland fire incident. (A) (GR/P/NP)

WFTL 328 Demobilization Unit Leader J-347 1 unit
Prerequisite: WFTO 329
Includes objectives, priorities, and constraints on demobilization from the planning section chief, agency representatives, and contractors as applicable, how to obtain identification and description of surplus resources and probable release times, developing release procedures in coordination with other sections/units and agency dispatch center(s), and coordinate and closely supervise the demobilization process. (A) (GR/P/NP)

WFTL 329 Resource Unit Leader J-348 1.5 units
Prerequisite: WFTO 329, WFTO 344
Provides the student with the information necessary to be able to function as a Resource Unit Leader. (A) (GR/P/NP)

WFTL 330 Facilities Unit Leader J-354 2 units
Prerequisite: WFTO 329, WFTO 344
Presents an understanding of the duties and responsibilities if the facilities unit leader in a wildland fire (A) (GR/P/NP)

WFTL 331 Ground Support Unit Leader J-355 0.5 unit
Prerequisites: WFTO 329, WFTO 334
Presents the information necessary for the student to be able to function as a Ground Support Unit Leader on a wildland fire incident. (A) (GR/P/NP)

WFTL 332 Supply Unit Leader J-356 2 units
Prerequisites: WFTO 329, WFTO 334
This course of study presents the information necessary for the student to be able to function as a supply unit leader on a wildland fire incident. This course includes description of the activities of the supply unit, what is needed to setup and staff supply unit, organization of and staffing the supply unit, and demobilization. (A) (GR/P/NP)

WFTL 333 Food Unit Leader J-357 1.5 units
Prerequisites: WFTO 329, WFTO 334
Presents the information necessary for the student to be able to function as a food unit leader on a wildland fire incident. (A) (GR/P/NP)

WFTL 334 Communications Unit Leader J-358 4 units
Prerequisites: WFTO 329, WFTO 334, WFTL 318
Provides the student with the information necessary to function as a communications unit leader on a wildland fire incident. (A) (GR/P/NP)

WFTL 335 Medical Unit Leader J-359 0.5 unit
Prerequisites: WFTO 329, WFTO 334
This course of study presents the information necessary for the student to be able to function as a medical unit leader. Course covers how to determine level of emergency medical activities, activate medical unit, preparation of the medical emergency plan, and respond to requests for medical aid. (A) (GR/P/NP)

WFTL 336 Cost Unit Leader I-362 0.5 unit
Prerequisites: WFTO 329, WFTO 334
Presents the information necessary for the student to be able to function as a cost unit leader on a wildland fire incident. The course includes how to set up a system for collecting and documenting all expenditures relating to a wildland fire incident, establishing procedures for collecting cost data, coordination with appropriate personnel, and prepare reports in accordance with agency policy and procedures. (A) (GR/P/NP)

WFTL 337 Compensation/Claims Unit Leader I-363 0.5 unit
Prerequisites: WFTO 329, WFTO 334
Presents the information necessary for the student to be able to function as a Compensation/Claims Unit Leader on a wildland fire incident. Includes set up system for investigating, documenting, and processing claims, initiate investigations on claims, and prepare of claim reports in accordance with agency policy and procedures. (A) (GR/P/NP)

WFTL 338 Time Unit Leader I-365 0.5 unit
Prerequisites: WFTO 329, WFTO 334
Presents the information necessary for the student to be able to function as a time unit leader on a wildland fire incident. (A) (GR/P/NP)

WFTL 339 Procurement Unit Leader I-368 0.5 unit
Prerequisites: WFTO 329, WFTO 334
Presents the information necessary for the student to be able to function as a procurement unit leader on a wildland fire incident. (A) (GR/P/NP)

WFTL 340 Planning Section Chief J-440 2 units
Prerequisites: WFTO 304, WFTO 329, WFTO 334
WILDLAND FIRE TECH LOGISTICS

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<tr>
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<td>Basic Fire Suppression Orientation</td>
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<tr>
<td>WFTO 311</td>
<td>Firefighter Training S-130</td>
<td>2</td>
</tr>
<tr>
<td>WFTO 312</td>
<td>Adv Firefighter Training S-131</td>
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<tr>
<td>WFTO 313</td>
<td>Intro to Wildland Fire Behavior S-190</td>
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<tr>
<td>WFTO 314</td>
<td>Initial Attack Incident Commander S-200</td>
<td>1</td>
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<tr>
<td>WFTO 315</td>
<td>Supervisory Concepts &amp; Techniques S-201</td>
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<tr>
<td>WFTO 316</td>
<td>Fire Operations in the Urban Interface S-205</td>
<td>2</td>
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<tr>
<td>WFTO 317</td>
<td>Portable Pumps &amp; Water Use S-211</td>
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<tr>
<td>WFTO 318</td>
<td>Wildfire Powersaws S-212</td>
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<tr>
<td>WFTO 319</td>
<td>Driving for the Fire Service S-216</td>
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<tr>
<td>WFTO 320</td>
<td>Helicopter Training Guide S-217</td>
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<tr>
<td>WFTO 321</td>
<td>Crew Boss S-230</td>
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<tr>
<td>WFTO 322</td>
<td>Engine Boss S-231</td>
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<tr>
<td>WFTO 323</td>
<td>Dozer Boss S-232</td>
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<tr>
<td>WFTO 324</td>
<td>Tractor Plow Boss S-233</td>
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WILDLAND FIRE TECHNOLOGY OPERATIONS

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<tr>
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Prerequisites:
- WFT 302
- WFT 304, WFTO 329, WFTO 334
- WFT 304, WFTO 329, WFTO 334
- WFTO 311, WFTO 314
- WFT 302
- WFTO 325, WFTO 329, WFTO 330
- WFT 304, WFTO 329, WFTO 334
- WFT 302
- WFTO 323, WFTO 329, WFTO 330
- WFTO 324, WFTO 329, WFTO 330
### Course Descriptions

**WFTO 325 Ignition Operations S-234** 2 units  
Prerequisites: WFTO 312, WFTO 322  
The application of safety considerations involved in a firing operation. Topics include planning, ignition procedures and techniques and equipment applicable to wildland and prescribed fire. The role of the ignition specialist or firing boss as the organization manages escalation from non-complex to a complex fire situation will also be addressed. (GR/P/NP)

**WFTO 326 Felling Boss S-235** 1.5 units  
Prerequisites: WFTO 315, WFTO 329  
The course is designed to meet the training needs of a felling boss on a wildland fire incident. Topics include the responsibility of building fireline in areas where saws are needed to build fire control lines, determination of the capabilities and limitations of the felling crew, identify the special equipment needed for the assignment, understand the issues of tactics and safety in the control of wildland fires, and identify the mobilization and demobilization procedures of a felling crew on a wildland fire incident. (A) (GR/P/NP)

**WFTO 327 Staging Area Manager J-236** 0.5 unit  
Prerequisites: WFTO 315, WFTO 329  
The course is designed to meet the training needs of a staging manager who is responsible for establishing and maintaining staging areas where resources are assigned prior to being given a specific fire assignment. Topics include all activities in the staging area including the determination if there is any need for temporary assignment of logistics service and support (fuel tender, food delivery, sanitation) to staging areas and make arrangements for temporary logistics, if required, by notifying logistics section chief. (A) (GR/P/NP)

**WFTO 328 Field Observer S-244** 2 units  
Prerequisites: WFTO 315, WFTO 321  
The course is designed to provide instruction on the basic concepts of the helispot manager position which is responsible under the air support group supervisor or helicopter manager for management of a helispot on a wildland fire. (A) (GR/P/NP)

**WFTO 332 Intermediate Wildland Fire Behavior S-290** 2 units  
Prerequisites: WFTO 311, WFTO 313  
Provides the necessary knowledge to develop fire behavior for effective and safe fire management operations. Topics include how changes in fuels and topography can provide full and partial barriers to the spread of wildland fires and explain the chimney effect in canyon topography. (A) (GR/P/NP)

**WFTO 333 Incident Commander Multiple Resources S-300** 1 unit  
Prerequisites: WFTO 314, WFTO 315  
The course includes what is required to take over the command of the wildland fire incident, what is entailed in a complete and up-to-date incident briefing prior to taking control of the incident, and to determine when the incident commander will assume command of an incident. (A) (GR/P/NP)

**WFTO 334 Leadership & Organizational Development S-301** 1.5 units  
Prerequisites: WFTO 314, WFTO 315, WFTO 329  
The course is designed to meet the training needs of a felling boss on a wildland fire incident. The use of various types of maps in wildland fire control will be emphasized. (A) (GR/P/NP)

**WFTO 335 Task Force/Strike Team Leader S-330** 1.5 units  
Prerequisites: WFTO 303, WFTO 336, WFTO 344  
The course is designed to meet the training needs of a felling boss on a wildland fire incident. The use of various types of maps in wildland fire control will be emphasized. (A) (GR/P/NP)

**WFTO 336 Fire Suppression Tactics S-336** 2 units  
Prerequisites: WFTO 315, WFTO 325, WFTO 329, WFTO 330, WFTO 344  
The course is designed to instruct the experienced wildland firefighter with the tactics necessary for the safe utilization of resource to control wildland fires. Topics cover the review and comparison of tactical assignments with incident objectives, analyzing capabilities of the resources assigned and making work assignments for each resource to accomplish the tactical objectives in an assigned area. (A) (GR/P/NP)

**WFTO 337 Division/Group Supervisor S-339** 1 unit  
Prerequisite: WFTO 334  
A course of study for initial Attack Incident Commanders, Task Force/Strike Team Leaders to be able to function as a Division/Group Supervisor on a wildland fire incident. The course defines and differentiates between the division and group supervisor positions, and teaches the difference between the two positions. The relationships of Division/Group Supervisor is contrasted with Strike Team Leader, Task Force Leader, and Initial Attack Incident Commander. (A) (GR/P/NP)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WFTO 338</td>
<td>Intermediate Aviation Operations S-370</td>
<td>2 units</td>
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<tr>
<td>WFTO 339</td>
<td>Helibase Manager S-371</td>
<td>2 units</td>
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<tr>
<td>WFTO 340</td>
<td>Helicopter Coordinator S-374</td>
<td>2 units</td>
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<tr>
<td>WFTO 341</td>
<td>Air Support Group Supervisor S-375</td>
<td>2 units</td>
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<tr>
<td>WFTO 342</td>
<td>Air Tanker Coordinator S-376</td>
<td>1.5 units</td>
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<tr>
<td>WFTO 343</td>
<td>Air Tactical Group Supervisor S-378</td>
<td>1.5 units</td>
</tr>
<tr>
<td>WFTO 344</td>
<td>Introduction to Wildland Fire Behavior Calculations S-390</td>
<td>2 units</td>
</tr>
<tr>
<td>WFTO 345</td>
<td>Incident Commander S-400</td>
<td>1.5 units</td>
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<tr>
<td>WFTO 346</td>
<td>Liaison Officer S-402</td>
<td>1 unit</td>
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<tr>
<td>WFTO 347</td>
<td>Safety Officer S-404</td>
<td>1.5 units</td>
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<tr>
<td>WFTO 348</td>
<td>Standards for Survival PMS-416</td>
<td>0.5 unit</td>
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<tr>
<td>WFTO 350</td>
<td>Command &amp; General Staff S-420</td>
<td>2 units</td>
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</tbody>
</table>

Topics include local and regional fire behavior issues that are critical to wildland firefighting, comparison of the effects of daytime solar radiation and nighttime heat losses from various sources, descriptions of their effects on wildland fire behavior. The relationship among general, local (convective), 20-foot, and mid-flame winds is presented along with a description of how topography affects fuels and their availability for combustion. How to determine spotting components, safety zone requirements, plotting fire size and shape, point source calculations, extreme fire behavior, and documentation required for briefings for fire line safety are also covered. (A) (GR/P/NP)

This course of study presents the introductory information for wildland firefighters on the safety aspects of how to fight fire aggressively but provide for safety first. This course includes information on how to initiate all action based on current and expected fire behavior, how to recognize current weather conditions and obtain forecasts, obtain current information on fire status, and remain in communication with crew members, your supervisor, and adjoining forces. (A) (GR/P/NP)

This course of study presents advanced training for those individuals who will be assigned to the Command and General Staff positions on a wildland fire incident. This course presents topics that will develop the skills and knowledge that are necessary to perform on wildland Type 2 incidents in a command or general staff position, information required to set up organizational elements necessary to mitigate a wildland fire incident, how to request additional resources as needed, and supervision issues related to coordination of staff activity. (A) (GR/P/NP)
WFTO 351 Look Up, Look Down, Look Around 

Prerequisites: WFTO 311
This course of study is a wildland fire behavior refresher for experienced wildland firefighters. It presents the three principle environmental elements affecting wildland fire behavior, three factors of fuel that affect the start and spread of wildland fire, three factors of weather that affect fuel moisture, how wind affects wildland fire spread, four factors of topography that affect wildland fire behavior, and descriptions of the dangerous conditions that can develop in a box canyon and steep narrow canyons. (A) (GR/P/NP)

WFTO 352 Learn to Behave PMS-428
Prerequisites: WFTO 302, WFTO 344
The BEHAVE fire behavior prediction and fuel modeling system is an interactive, computer program that can be adapted to a variety of wildland fire management needs. (A) (GR/P/NP)

WFTO 354 Operations Section Chief S-430
Prerequisites: WFTO 304, WFTO 337
Presents the information necessary to assess incident assignments and determine immediate needs and actions, a description of the six principles of command and the six basic rules of emergency operations management, delineation of the relationship between General Staff and the Operations Section Chief, and supervision of the operations function. (A) (GR/P/NP)

WFTO 355 Training Specialist S-445
Prerequisites: WFTO 335, WFTO 327, WFTL 328, WFTL 329
A course of study that presents the information needed to organize and implement an incident training program. This course includes how to analyze and prescribe training assignments to fulfill individual development needs of trainees, and to properly document individual trainee performance and the incident training program. (A) (GR/P/NP)

WFTO 356 Air Operations Branch Director S-470
Prerequisite: WFT 304
A detailed study of the ICS aviation organization. It includes understanding the latest regional aviation program and direction, the ability to apply the latest aviation tools and equipment used in the suppression of wildfires, application of the principles of safety when using aviation resources, recognition of the importance of following aviation regulation when using call-when-needed aircraft, and interaction among the aviation organization on an incident. (A) (GR/P/NP)

WFTO 357 Advanced Wildland Fire Behavior Calculations S-490
Prerequisite: WFTO 344
This course of study is the fourth National Wildfire Coordinating Group course in wildland fire behavior. This course is designed to give state-of-the-art capability to determine inputs for fire behavior determination and in-depth knowledge of interpretations of model outputs. The material presented teaches participants to project fire perimeter growth based on weather predictions and knowledge of fuels and topography. A variety of fire scenarios are presented for participants to make fire behavior calculations and interpretations. (A) (GR/P/NP)

WFTO 358 Facilitative Instructor PMS-925
Prerequisite: WFT 302
This course of study is to provide experienced wildland firefighting personnel with technical competence in fire management and other disciplines to become effective adult education instructors. (A) (GR/P/NP)

WFTO 360 Hazardous Materials First Responder Update
Prerequisite: WFT 302, Hazardous Materials Haz-Wopper or equivalent
This course of study prepares the student to respond to a Hazardous Materials incident in a safe and competent manner and be able to function at an operational level. (A) (GR/P/NP)

WFTO 361 Suburban Urban Response
Prerequisite: WFTO 312, WFTO 332
This course is designed to teach USFS, BLM, Park Service and wildland fire personnel in the tactic used to suppress structure, vehicle and extinguishing flammable liquids fires. Students will get special instruction in proper use, care, and maintenance of SCBA equipment and auto extrication. (A) (GR)

WFTO 362 Campbell Prediction System
Prerequisites: WFTO 312, WFTO 332
Provides an understanding of the fuel flammability issue in predicting wildland fire behavior. Topics include fire behavior prediction in wildland situations using flammability variations by time and aspect. Analysis and communications of the fire situation will be covered. (A) (GR/P/NP)

WFTO 363 Followership to Leadership L-280
Prerequisite: WFTO 311
Designed as a self-assessment opportunity for individuals preparing for a leadership role. Topics include leadership values and principles, transition challenges for new leaders, situational leadership, teambuilding, and ethical decision-making. (A) (GR/P/NP)

WFTO 364 Incident Leadership L-381
Prerequisite: WFTO 363
Presents leadership development training for incident response personnel who will function in fireline command roles. Topics include the leadership tools to effectively exert command and control over a quickly assembled team in a time constrained and rapidly changing incident environment. (A) (GR/P/NP)

WFTP 310 Prescribed Fire for Burn Bosses
Prerequisite: WFTO 344
A study of the requirements and components for developing burn prescriptions and operational plans. Topics include identification of burning techniques applied to meet burn plan requirements, execution of the operational plan meeting local management objectives, smoke dispersals, and visibility objectives within public health standards. (A) (GR/P/NP)
### WILDLAND FIRE TECH PREVENTION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>WFTP 311 Intro to Wildfire Prevention P-101</td>
<td>2 units</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: WFT 302</td>
<td>This course of study is to provide the student with an introduction to wildland fire prevention. The role of wildland fire prevention continues to be important in order to mitigate unplanned ignitions, prevent loss of life, and reduce undesirable damages to property and natural resources. (A) (GR/P/NP)</td>
<td></td>
</tr>
</tbody>
</table>

| WFTP 312 Inspecting Fire Prone Property P-110 | 0.5 unit                                          |       |
| Prerequisite: WFT 101                      | This course of study is to provide the student with little or no experience in inspecting property, how to conduct inspections of fire prone property, including houses and surrounding structures in forested or rural areas. (A) (GR/P/NP) |

| WFTP 313 California Basic Fire Prevention P-140 | 2 units                                          |       |
| Prerequisite: WFT 302                       | This course of study presents the information necessary for the student to be able to function as a fire prevention personnel, the role of Cooperative Forest Fire Prevention, development of a sign and poster plan, interagency cooperation, the role of the National Fire Danger Rating System and fire prevention, and how to conduct inspections of residential and commercial operations. (A) (GR/P/NP) |

| WFTP 314 Wildfire Origin & Cause Determination P-151 | 2 units                                          |       |
| Prerequisite: WFT 313                         | This course of study presents the information necessary for the student to be able to conduct a wildland fire investigation. This course includes how to identify and collect equipment and supplies to conduct a wildfire investigation, record information about the fire, determine the origin of the fire, determine the cause of the fire, properly collect and preserve evidence, interview witnesses and obtain suspect information, prepare and write reports, and how to present testimony before a judge and/or jury. (A) (GR/P/NP) |

| WFTP 315 Introduction To Public Information Officer S-203 | 2 units                                          |       |
| Prerequisite: WFT 302                         | This course of study is to provide the student introductory information necessary for the student to be able to function as a public information officer on a non-complex wildland fire. this course includes, a description of the duties and responsibilities of a Type 3 information officer, the kinds and sources of information needed, how to gather and distribute information to meet the needs of print and electronic media, internal audiences, cooperators, communities, landowners homeowners, local government leaders, and the steps and materials needed to operate an information center and field work site. (A) (GR/P/NP) |

| WFTP 317 Intermediate Fire Prevention P-240 | 2 units                                          |       |
| Prerequisite: WFT 312                        | This course of study presents additional wildland fire prevention information required for the fire prevention technician. The materials presented include, application of federal and state fire laws, an overview of fire prevention planning and its significant components at district and forest level. (A) (GR/P/NP) |

| WFTP 320 Wildland Fire Prevention Planning P-301 | 2 units                                          |       |
| Prerequisite: WFT 302, WFT 316                 | This course of study is designed for fire managers, fire prevention specialists and planners, and other persons who have fire prevention planning responsibility. (A) (GR/P/NP) |

| WFTP 321 Wildfire Prevention Marketing P-303 | 2 units                                          |       |
| Prerequisite: WFT 317                         | This course of study is designed to provide the field Fire Prevention Specialist with the necessary tools to develop a wildfire prevention marketing plan. It includes methods to generate ideas and provide information to assist in the development of a successful wildfire prevention marketing program. (A) (GR/P/NP) |

| WFTP 322 Adv Fire Prevention P-340 | 2 units                                          |       |
| Prerequisite: WFT 317                    | This course of study presents advanced techniques for the wildland fire prevention officer. It includes a definition of fire’s role in ecosystem management, application of the principles of ecology, sociology, economics, communications, and marketing, to the development and implementation of a fire protection plan, and demonstrate how to gain support for the fire protection plan from management and adjacent land owners. (A) (GR/P/NP) |

| WFTP 323 Intro to Fire Effects RX-340 | 2 units                                          |       |
| Prerequisite: WFTO 313                   | This course of study presents an understanding of land use activity and controlled fire situations. This course includes a description of fire as an ecological process, applications and limitations of fire use, first order fire effects and how to measure them, and the interaction of fire characteristics on natural and cultural resource components that determines first order fire effects. (A) (GR/P/NP) |

| WFTP 324 Information Officer S-403 | 2 units                                          |       |
| Prerequisite: WFT 304                  | This course of study presents the information necessary for the student to be able to function as a fire prevention officer in a wildland fire. The course includes news release issues, inquiries from the media, participate in briefings, meetings, special sessions as a member of the incident management team, and prepare and disseminate information internally to personnel on incident and appropriate agency offices. (A) (GR/P/NP) |

| WFTP 326 Smoke Management Techniques RX-450 | 2 units                                          |       |
| Prerequisite: WFT 322                    | This course of study is for experienced prescribed Fire Managers and Prescribed Fire Behavior Analysts, and presents in detail the legal, professional, and ethical reasons for managing smoke. (A) (GR/P/NP) |
Kathryn T. Adams .......................... Assistant Professor, English
B.A., M.A., San Jose State University;
Ph.D., University of Texas, Austin
Rebecca Alarcio ......................... Director, Public Affairs & Publications
B.S., California Polytechnic State University, San Luis Obispo;
M.A., Chapman University
Marla Allegre ............................... English
A.A., Cerroitos College; B.A., California State University, Long Beach;
M.F.A., University of California, Irvine
Hector Alvarez ............................... Counseling
B.S., California Polytechnic State University, San Luis Obispo
Deborah Annibali ...................... Coordinator/Instructor Law Enforcement
B.S., Regis College, Colorado
Diane Auten ................................. Physical Education
B.A., California Polytechnic State University, San Luis Obispo;
M.A., San Jose State University
Alvaro Avila ................................. Instructor, Administration of Justice
B.S., Weber State University; M.S., Kennedy West University
Sheri Bates ................................. Physical Education
B.A., College of the Pacific; M.P.E., Idaho State University
Alexandra Bell ......................... Coordinator, Student Health Services
B.S.N., Holy Names University; B.A., National University;
M.S.N., Advanced Practice Public Health Nursing, California State University, San Bernardino
Roanna Bennie ........................... Dean, Academic Affairs
B.A., Montana State University;
M.A., California State University, Northridge
Gary E. Bierly ............................. Professor, Philosophy
B.A., Pennsylvania State University;
M.A., University of California, Davis
Sandra Bierdzinski .................... Librarian
B.S., Bradley University;
M.L.I.S., University of Wisconsin, Milwaukee
Donna Bishop ............................... Counselor
A.A., Citrus Community College;
B.A., California State University, Chico;
M.A., California Polytechnic State University, San Luis Obispo
Michael Black ......................... Managing Director, PCPA /
Director, Auxiliary Accounting Services
B.S., M.S., California State University, Sacramento
Daphne Boatright .................. Director/Instructor, Registered Nursing
B.S.N., California State College, Bakersfield;
M.Ed., California Polytechnic State University, San Luis Obispo
Mark Booher ....................... Artistic Director/Associate Dean, PCPA
B.A., California State University, Sacramento;
M.F.A., University of California, Irvine
Tammy Brannon .......................... Biology
B.A., University of California, Santa Barbara;
M.S., California Polytechnic State University, San Luis Obispo
William Bruce .................. Director, Extended Opportunity Programs & Services and Special Outreach
A.A., A.S., Allan Hancock College;
B.S., M.A., California Polytechnic State University, San Luis Obispo
Robert Bryant ......................... Business
A.A., Allan Hancock College;
B.S., M.A., California Polytechnic State University, San Luis Obispo
Alice Caddell ............................. Early Childhood Studies
A.A., Cuesta College;
B.A., M.A., Pacific Oaks College & Children’s School
Denize Cain ............................... English
B.A., M.A., University of California, Santa Barbara
Rinaldo Caminada ........................ Physical Education
A.A., Chabot College; B.A., Chico State University;
M.A., Oregon State University
Richard Carmody ........................ Director, Business Services
A.S., Allan Hancock College; B.S., University of LaVerne;
M.B.A., University of Phoenix
Noé Chavez-Magana .................. Spanish
B.A., Claremont Men's College;
M.A., Ph.D., University of California, Irvine
Eui Chung ................................. Mathematics
B.A., M.A., California State University, Fullerton
Marie Comstock ..................... Professor, Business
B.A., University of California, Los Angeles; M.A., California State University, Long Beach; M.B.A., California Lutheran University;
D.P.A., University of LaVerne
Anne Cremarosa ........................ Faculty, Entrepreneurship
B.S., California Polytechnic State University, San Luis Obispo;
M.A., Regis University; D.B.A., Argosy University
Dominic DalBello ..................... Associate Professor, Engineering
B.S., M.S., University of California, Santa Barbara
Judith DalPorto ....................... Associate Professor, Engineering
A.A., Allan Hancock College; B.A., Chico State University
David DeGroat ....................... Articulation Officer
B.A., University of California, Santa Barbara;
M.A., St. Mary's College
Roger DeLauro ......................... Conservatory Director-Actor Training
B.A., College of Santa Fe; M.A., Southern Methodist University
Karan Demchak ....................... Campus Children's Center
A.S., Santa Barbara City College; B.S., University of LaVerne
Michael Dempsey .................... Conservatory Director, PCPA
A.A., B.A., University of Wisconsin; M.F.A., University of Connecticut
Andrew Densmore .................. Coordinator/Instructor, Fire Academy
A.S., Allan Hancock College
Jody Derry ......................... Assistant Professor, Business
B.A., California State University, Fresno;
M.B.A., California Polytechnic State University, Pomona
Cynthia Diaz ......................... Counseling
B.A., California State University, Fresno;
M.A., California Polytechnic State University, San Luis Obispo
Ronald J. Domingos .................. Automotive Technology
B.A., California Polytechnic State University, San Luis Obispo
Jane Eileen Donnelly ................ Nursing
A.S.N., Cuesta College; A.S., Allan Hancock College; B.S.N., Holy Names University
Francisco Dorame .................. Director, College Achievement Now
B.A., M.A., California State University Northridge;
Ed. D., California Lutheran University
Gregory Dossey ...................... Coordinator/Instructor
Law Enforcement Academy
B.A., University of Redlands; M.A., University of Southern California
Kristopher Dutra ..................... Physical Education
B.S., Stockton College
Sarah Easton ......................... High Tech Center Specialist
B.S., M.S., California Polytechnic State University, San Luis Obispo
Herbert Elliott ....................... Professor, Economics
B.S., University of Liberia;
M.A., California State University, Hayward
Marcus Engelmann .................. Fine Arts
B.M., B.M.E., Heidelberg College; M.M., Cleveland Institute of Music; D.M.A., University of Illinois
Edward Blake English .................. Counseling
A.A., Orange Coast College; B.S., California State University, Fullerton; M.A., Humboldt State University
Kim Ensing ............ Associate Dean, Physical Education/Athletics
B.S., Southern California College/Vanguard University;
M.S., St. Cloud State University

Patricia A. Estrada .................................................. English
B.A., University of California, Berkeley;
M.A., California Polytechnic State University, San Luis Obispo

Adela Esquivel-Swinson ........ Director, Admissions & Records
B.S., Notre Dame de Namur University;
M.A., Antioch University, Santa Barbara

Susan Farley .......................................................... English
B.A., M.A., California State University, San Bernardino

Klaus Fischer .................................................. Professor, Philosophy
B.A., M.A., Arizona State University;
Ph.D., University of California, Santa Barbara

Janet Ford .................................................. Assistant Director, Information Technology Services
A.A., A.S., Allan Hancock College;
B.S., California Polytechnic State University, San Luis Obispo

Clint Freeland .................. Outreach Counselor
B.A., California State University, Fresno;
M.S., California State University, Northridge

Bonny Friedlich ............. Director, Licensed Vocational Nursing
B.A., M.S., University of LaVerne

Marc Garcia-Martinez ........ Associate Professor, English
B.A., University of California, Santa Barbara; M.A., San Diego State University; Ph.D., University of California, Santa Barbara

Ana Gomez .............................................. Spanish
B.A., M.A., California State University, Fresno; TESL certificate

Michael Guista ......................................... English
B.A., M.A., San Jose State University;
M.F.A., University of California, Irvine

Lubna Haddad ......................................... Psychology
B.A., California State University, Northridge;
M.A., Florida Atlantic University

Roger H. Hall .................. Associate Professor, History
B.A., California State University, Fresno;
M.A., Ph.D., Bowling Green State University

Denise K. Headke ......................... Librarian
B.S., California Polytechnic State University, San Luis Obispo;
M.L.I.S., San Jose State University; M.A., San Jose State University

Felix Hernandez, Jr. .......... Vice President, Facilities & Operations
B.S., University of Phoenix;
M.A., California State University, Dominguez Hills

Christopher Hite .................. Film/Video
B.F.A., Pennsylvania State University; M.F.A., Hollins University

Bill Hockensmith ............. Director, AHC Bookstore
B.S., University of Wisconsin, Stevens Point

John Hood ........................................ Art
B.F.A., M.F.A., University of Oklahoma

Kathleen Johnson ................ Dental Assisting
A.A., Cuesta College

Robert Jorstad .................. Physics
B.A., B.S., Eastern Illinois University;
M.S. University of California, Santa Barbara

Jennifer Jozwiak ................... English
B.A., Michigan State University;
M.A., California State University, Long Beach

Karin Kappen ........................................ English
B.A., M.A., Ph.D., University of California, Santa Barbara

Lala Karapetian ............................. Learning Disabilities Specialist
B.S., University of California, Irvine;
M.S., National University, Los Angeles

Scott David King .................. Mathematics
B.S., California Polytechnic State University, San Luis Obispo;
M.S., San Diego State University

Julie Knight .................................... English
B.A., University of California, Santa Barbara;
M.A., Monterey Institute of International Studies

Alfredo Koch .................. Agribusiness
C.A., Universidad Nacional de Cuyo; M.A., University of Pittsburgh;
M.S., California Polytechnic State University, San Luis Obispo;
Ph.D., University of California, Davis

Sandra Kramer .................. EOPS Counselor
B.S., M.A., California Polytechnic State University, San Luis Obispo

Julie Kuras ........................................ Nursing
A.S., Long Beach City College

Martin Landeros ........................ Mathematics
B.A., California State University, Stanislaus;
M.A., University of California, Santa Cruz

Margaret Lau .......... Project Director, Environmental Training Center
B.S., University of California, Irvine

Robert Lennihan .................. Biology
B.S., University of California, Davis; Ph.D., University of Washington

John Lovern .................. Human Services
B.A., University of California, Berkeley;
M.A., Ph.D., University of Connecticut

Ann Lucas ...................................... Music
B.M., M.M., Texas Christian University;
D.M.A., Peabody Institute of The Johns Hopkins University

Domenico Maceri ........ Professor, Spanish, French, Italian
B.A., Jersey City State College; M.A., University of California, Los Angeles; Ph.D., University of California, Santa Barbara

Lauro Manalo, Jr. ................ Nursing
A.S., Evergreen Valley Community College;
B.S.N., M.S.N., California State University, Dominguez Hills

Eric Mason ..................................... Autobody
A.S., Allan Hancock College; B.S., Chapman University

Bahman Mesri .................... Professor, Mathematics
B.S., University of Tabriz; M.A., University of Louisville;
D.A., Idaho State University

Michael Messina .................. Coordinator/Instructor, EMS
A.S., Allan Hancock College;
B.A., Union Institute and University, Ohio
ADMINISTRATION AND FACULTY

Linda Metaxas......................................................... Physics/Engineering
B.A., M.S., University of California, Santa Cruz

Robert Meyer ......................................................... Geology
B.S., University of California, Santa Cruz;
M.S., University of California, Santa Barbara

Elizabeth A. Miller ............................................. Associate Superintendent/
Vice President, Administrative Services

Glenn E. Owen .................................................... Accounting
B.A., University of California, Los Angeles

Charles E. Osiris .............................................. Dean, Student Services/
José M. Ortiz ............................................. Superintendent/President

B.S., M.A., California Polytechnic State University, Pomona;
Ed.D., University of Southern California

Jon Derek Mitchem............................................. Mathematics
B.A., M.S., Humboldt State University

Leonard Miyahara .................................................. Biology
B.A., San Jose State University;
D.D.S., University of California, Los Angeles

Carmen Montanez-Rodriguez ................................ Business
B.A., M.P.H., University of Puerto Rico

Mayra Morales .................................................... EOPS/CARE Counselor
A.A., Allan Hancock College; 
B.S., M.A., California Polytechnic State University, San Luis Obispo

Jeanine Morel ........................................................ Multimedia
B.A., University of California, San Diego;
M.F.A., University of California, Los Angeles

Leslie Mosson........................................................ Librarian
B.A., University of California, San Diego;
M.S., University of Southern California

Paul Murphy ......................................................... Dean, Academic Affairs
B.A., M.A., California State University, Fullerton;
Ph.D., University of California, Santa Barbara

Krystyna Musev ................................................... Mathematics
M.S., Silesian University

Gabriel Navar ...................................................... Art
A.A., College of Alameda; B.A., California State University, 
Hayward; M.F.A., San Jose State University

Larissa Nazarenko ................................................ Dance
M.F.A., University of California, Irvine

Ardis Neilsen ..................................................... Dean, Academic Affairs
A.A., Allan Hancock College; B.A., University of California, Santa 
Barbara; B.S., California Polytechnic State University, San Luis 
Obispo; M.A., Chapman University

Mary Pat Nelson ................................................... Nursing
R.N., Cuesta College; B.S.N., California State University, 
Dominquez Hills; M.H.A., University of Laverne

Robert Nichols ................................................... Art
B.A., California Polytechnic State University, San Luis Obispo; 
M.F.A., University of California, Santa Barbara

Melinda K. Nishimori ............................................ Assistant Professor, ESL
B.A., California State University, Fresno; 
M.A., California State University, Fresno

Christina Nunez ................................................... English
B.A., Beloit College; M.F.A., Emerson College

Stephen R. O’Neill ............................................ Chemistry, Physical Science
B.S., California Polytechnic State University, San Luis Obispo;
M.S., University of Idaho

José M. Ortiz ............................................ Superintendent/President
B.A., Catholic University of Puerto Rico; M.A., West Chester State University;
Ed.D., University of Maryland

Charles E. Osiris ............................................. Dean, Student Services/
Counseling & Matriculation
B.S., M.S., Western Illinois University; M.A.; 
Ph.D. University of California, Santa Barbara

Glenn E. Owen .................................................... Accounting
B.A., University of California, Los Angeles

Robert Parisi ..................................................... Interim Dean, Student Services &
Director, Financial Aid
A.A., American River College, B.S., M.S., California State University
Sacramento; Ed.D., California Polytechnic State University / 
University of California, Santa Barbara

Charles A. Pasquini ............................................. Professor, Mathematics
B.S., M.S., California Polytechnic State University, San Luis 
Obispo

David Passage .................................................... Photography
B.A., University of California, Irvine;
B.F.A., M.A., San Francisco Art Institute

Frederic J. Patrick ............................................ Distance Education Specialist
B.A. M.A., Azusa Pacific University

Laurie Pemberton ............................................. Director, Institutional Research & Planning
B.S., University of California, Los Angeles, M.Ed., Northern Arizona 
University; Ph.D., Northcentral University

Diana Perez .................................................... Project Director, Cal-SOAP
A.A., Hartnell College; B.A., University of California, Santa 
Barbara; M.A., California State University, Fresno

Mary Perry ......................................................... Biology
M.S., University of California, Los Angeles;
M.S., California Polytechnic State University, San Luis Obispo

George Phelan .................................................... ESL
B.A., Northwestern University; M.A., Northern Arizona

Donald K. Philbin ................................................ Chemistry
B.S., M.S., California Polytechnic State University, San Luis 
Obispo

Ana Sofia Ramirez-Gelpi .................................... Spanish
B.S., M.A., State University of New York;
Ph.D., University of Southern California

Rick Rantz ..................................................... Dean, The Extended Campus
B.F.A., United States International University;
M.A., Skidmore College

Julia Raybould-Rodgers .................................... English
B.A., Manchester Polytechnic, England;
M.A., Bosporus University, Turkey

James L. Read ................................................... Professor, English
B.A., Shepherd College; M.A., West Virginia University

Susan Reardon .............................................. Medical Assisting
Diploma, Aultman Hospital of Nursing, Ohio

Christine Reed .................................................. MESA
B.S., M.A., California Polytechnic State University, San Luis 
Obispo

Ethelwynne Reeves ........................................ Speech/English
B.A., University of Liverpool, England;
M.A., Florida State University

Alberto Restrepo ............................................... Sociology
B.A., University of San Diego;
M.A., Ph.D., University of California, San Diego

Thesa Roepke ............................................. Campus Children’s Center
B.A., California Polytechnic State University, San Luis Obispo;
M.A., University of LaVerne

Geraldine Royce ............................................. Nursing
A.D.N., Regents College, New York

Kerry Runkle ............................................. Learning Assistance Counselor
A.A., Allan Hancock College; B.A., San Diego State University;
M.A., California Polytechnic State University, San Luis Obispo;
Ph.D., University of California, Santa Barbara

Luis P. Sanchez ........................................ Associate Superintendent /
Vice President Academic Affairs

JD, LLM, University of the Pacific
ADMINISTRATION AND FACULTY

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A.A., Allan Hancock College; B.A., University of California, Santa Barbara; M.S., San Diego State University
Andrea Sanders .......................................................... Speech
B.A., M.A., California State University, Chico
Jessica Scariffe .................................................. Political Science
B.S., University of California, Berkeley; M.A. University of York
David Senior .................................................. Coordinator/Instructor, Fire Technology
A.A., A.S., Allan Hancock College
Robert Senior .......................................................... English
A.A., Allan Hancock College; B.A., M.A., California State University, Sacramento
Margaret Shigenaka .................................................. Counseling
A.A., Allan Hancock College; B.S., California State University, Fresno; M.A., California Polytechnic State University, San Luis Obispo
Brooke Souza .................................................. Counseling
B.S., M.A., California Polytechnic State University, San Luis Obispo
Chris Stevens .......................................................... Physical Education
B.A., M.A., Azusa Pacific University
Brian Stokes .................................................. Anthropology
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Deborah Strance .................................................. Mathematics
A.A., Diablo Valley College; B.S., M.S., California State University, Hayward
Holly Stromberg .................................................. Nursing
B.S.N., California State University, Bakersfield; M.S.N., California State University, Dominguez Hills
Karen L. Tait .................................................. Mathematics
B.A., Humboldt State University; M.S., California State University, Northridge
Yvonne Teniente-Cuello .................................................. Counseling
A.A., Allan Hancock College; B.S., M.A., California Polytechnic State University, San Luis Obispo
Margaret Tillery .................................................. Learning Disabilities Specialist
B.A., Connecticut College; M.Ed., California State University, San Luis Obispo
Kristy Treur .................................................. Environmental Technology
A.S., Allan Hancock College; B.S., California Polytechnic State University, San Luis Obispo
Juanita Tuan .................................................. EOPS/CalWORKs Counselor
A.A., College of the Redwoods; B.A., Humboldt State University; M.A., California Polytechnic State University, San Luis Obispo
Suzanne Valery .................................................. Director, Institutional Grants
B.A., Stonehill College; M.S., San Diego State University; Ed.D., United States International University
Rex Van Den Berg ........................................... Director, Plant Services
B.S., Black Hills State University; M.A., University of Nebraska
Thomas VanderMolen ........................................... Psychology
B.A., University of California, Santa Barbara; M.S., California Polytechnic State University, San Luis Obispo
Carol Van Name .................................. Director, Information Technology Services
A.A., DeAnza College; B.A., University of California, Santa Barbara; M.B.A., University of California, Los Angeles
Michael Wagner ........................................... Computer Science
B.S., M.S., California Polytechnic State University, San Luis Obispo
Sandra Waite-Derry ........................................... Nursing
A.D.N., Allan Hancock College; B.S.N., California State University, Dominguez Hills
Nancy Jo Ward .................................................. Graphics
B.F.A., School of Visual Arts, New York, New York
Margaret Warrick .................................................. Business
B.A., M.S.M., California Polytechnic State University, San Luis Obispo
Timothy Webb .................................................. Film/Video
B.S., American University; M.A., San Francisco State University; M.S., University of California, Davis
Robert Weir .................................................. Coordinator/Instructor, Culinary Arts
A.A., A.S., City College of San Francisco
Deborah West .................................................. Art
B.A., M.F.A., University of California, Davis
Elizabeth West .................................................. Mathematics
B.S., University of California, Santa Barbara; M.S., University of Vermont
Ashley Wise .................................................. Biology
B.S., M.S., University of California, Santa Barbara
Irene Wong .................................................. Mathematics
A.A., College of San Mateo; B.S., California State University, Hayward; M.S., California Polytechnic State University, San Luis Obispo
Steve Yamaichi ........................................... Coordinator/Instructor, Law Enforcement Academy
B.A., California State University, Chico
Mina Yavari .................................................. Assistant Professor, Mathematics
B.S., Fachhochschule Giessen, Germany; M.S., University of North Florida

ADMINISTRATOR AND FACULTY EMERITI

Norma Ruth Adams (1976 - 2007) .................................. Early Childhood Studies
Robert Aldredge (1971 - 2010) .................................. Electronics
Ricardo Almeraz (1973 - 2002) .................................. Social Science, Spanish
Rosemary Arnold (1971 - 2004) .................................. Psychology
Joan Baber (1998 - 2005) .................................. CBIS
Robert Bauman (1989 - 2004) .................................. Professor, Accounting
Josephine Beck (1975 - 1993) .................................. Early Childhood Studies
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Ruth Buma (2004 - 2010) .................................. Director, Auxiliary Accounting Services
James Carmody (1997 - 2002) .................................. Associate Dean, Community Education
Harold Case (1973 - 2002) .................................. Film
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William J. Cordero (2008-2010) .................................. Executive Vice President
Academic Affairs/Student Services
Kenneth Coxon (1971 - 2001) .................................. Engineering Technology

Every effort has been made to assure the accuracy of this list. Should you believe there is an omission or error in this listing, please contact the office of the vice president, student services at 922-6966 ext. 3267.
Henry T. Davis (1975 - 2004) ........................................... Professor, Counseling
William Denneen (1960 - 1985) ....................................... Life Science
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Barney J. Eames (1969 - 2001) ........................................... Physical Education
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Edwin Edwards (1975 - 1989) ................................................. Special Education
Joan C. Edwards (1977 - 2002) ........................................... Physical Education
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Paul Fahey (1997 - 2008) .................................................... Learning Disabilities Specialist
Elizabeth Farmer (1986 - 2009) ............................................ Mathematics
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Nancy Fitch (1972 - 1989) ................................................... Philosophy/Sociology
John P. Forshma (1968 - 1995) .......................................... Business
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Judith Frost (2001 - 2006) .................................................... Managing Director, PCPA
Diane Glaser (1994 - 2011) .................................................. Coordinator, Student Health Services
Terrence Got (1981 - 2002) ................................................... Director, Computer Services
Nettie T. Graham (1967 - 1980) ............................................ Coordinator of Vocational Nursing
Ages Grogan (1965 - 1988) ................................................... Dean, Liberal Arts & Sciences
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Jacqueline Grosart (2000 - 2005) ....................................... Specials Services Counselor
Joan Hanneford (1975 - 2002) .......................................... Anthropology
Mary Harvey (1999 - 2006) .................................................. Counseling
Tommas K. Hawkins (1977 - 1993) ................................. Counseling
Edda M. Hayes (1990 - 2000) ............................................. Family/Consumer Science
Fidel M. Herrera (1976 - 1999) ........................................... Language Arts
Marvin Heupel (1971 - 1996) ................................................. Agribusiness
Ruth Higgins (1957 - 1962) .................................................. Dean of Women, English
Allen Hiepe (1983 - 2010) ................................................... Mathematics
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Barbara J. Horn (1983 - 1995) ............................................. Director, Vocational Nursing
Orville Howells (1971 - 1985) ........................................... Counseling
Robert A. Isaacs (1978 - 2010) .......................................... Professor, English
Earl E. James (1982 - 2004) ............................................... Automotive Technology
Kristi Jenkins (1997 - 2004) ............................................. Coordinator/Instructor
Howard Jones (1963 - 1994) ............................................. English
Candia Kitch (1979 - 2011) ............................................. Family & Consumer Sciences
Shirley Keilbach (1977 - 1985) ........................................... Handicapped Services
Shirley Kellythorne (1971 - 1987) ....................................... Vocational Nursing
Roy Wayne King (1973 - 2009) ........................................... 13 Education
G. Anne Kollath (1975 - 2005) ........................................... Psychology
Roger Kutz (1976 - 2009) ................................................... Graphics and Design
William G. Lane (1974 - 1996) .......................................... Fire Science
Steven A. Lewis (1974 - 2008) ........................................... Photography
Ruth Lofsted (2005 - 2009) .............................................. Director, Bookstore Services
Roy M. Lyon (1969 - 1997) .................................................. English
Frank E. Maltagliati (1977 - 2004) ................................... Physical Education
Judith W. Markline (1975 - 2004) ..................................... Dean, Educational Services
Robert Masaoka (1971 - 2008) ........................................... Political Science
John Mathison (1975 - 1994) .......................................... Coordinator, Cooperative Education
Linda D. Maxwell (1971 - 2006) ........................................ Professor, Dance
Brian McBride (1967 - 1998) ............................................. Cooperative Education
Robert W. McCutcheon (1966 - 1986) ................................ Physical Education
Michael McMahon (1981 - 2011) ....................................... ESL
John Miles (1960 - 2004) ..................................................... English
Lola Moe (1983 - 1996) ..................................................... Parent Child Study Center
Glenn A. Montague (1965 - 1993) ..................................... Music
James Morrow (1959 - 2002) ............................................. Life Science
Michael O'Brien (1989 - 2004) ........................................... Professor, English
John W. Osborne (1965 - 1999) ........................................... Director, Athletics, Physical Education
Mardi Osborne (1989 - 2009) ........................................... Physical Education
Martha J. Osborne (1974 - 1993) ........................................ Associate Dean, Matriculation & Counseling
Chauncey A. Peterson (1963 - 1992) .................................. Speech
Dorothy L. Phillips (1999 - 2004) ...................................... Associate Dean, Health Occupations
Janet Pieper (1999 - 2005) ............................................... Director, Human Resources/EEO
Leonard Porterfield (1940 - 1975) ..................................... Psychology
Edna Pyle (1963 - 1973) .................................................... Home Economics
Mary Lou Rabas (1956 - 1983) .......................................... Sociology
Howard S. Ramsden (1972 - 2004) .................................... Dean, Academic Affairs
Robert Rauch (1968 - 1983) ............................................. Electronics
Betty M. Reddekkop (1975 - 1999) ..................................... Dental Assisting
John Reese (1989 - 2010) ................................................... Electronics
Elizabeth Regan (1980 - 2010) .......................................... Professor, Early Childhood Studies
Kathryn A. Rich (1985 - 2004) ........................................... Campus Children's Center
Reinette C. Roberts (1968 - 1976) ...................................... Sociology, Psychology
Charles P. Rorabaugh (1985 - 2011) ................................ Learning Assistance Counselor
Thomas Sadowsky (1998 - 2011) ...................................... Reading
Joyce Holt Scott (1958 - 1978) .......................................... Business
Margaret Segura (1977 - 2003) ........................................... Director, EOPS & Special Outreach
Kathryn Sherwood (1976 - 1999) ...................................... Director, Campus Children's Center
Richard Shiers (1983-2012) ............................................ Mathematical Sciences
Shirley Shirrells (1973 - 2002) .......................................... Counselor/Coordinator
Jack Shouse (1969 - 2003) .................................................. Drama
Kathy Silva (1991 - 2011) ................................................... Early Childhood Studies
Margaret Sjovold (1971 - 2004) ........................................... Counseling
Edward J. Smithburg (1971 - 1975) .................................. Coordinator, Cooperative Education
Rayvell Snowden (1982 - 2011) .......................................... Welding Technology
Eugene Stevens (1969 - 1989) .......................................... Director, Community Education
John Sutherland (1965 - 1979) .......................................... Engineering & Mathematics
Ted S. Syeolt (1978 - 1990) .............................................. Dean, Applied Arts & Sciences
Donald E. Tillery (1981 - 2009) .......................................... Early Childhood Studies
Mary Lou Twitchell (1990 - 2011) ..................................... Physical Education/Community Programs
Charles Varni (1978 - 2004) ............................................. Professor, Sociology
Phil Wahl (1949 - 1989) ..................................................... Electronics
Roger Welt (1992 - 2009) ................................................... Vice President, Student Services
James West (1989 - 2006) .............................................. Dean, Counseling & Matriculation
Robert White (1985 - 2011) ............................................. Mathematics/Physical Education
Roy Willey (1966 - 1994) ..................................................... Business
Charles D. Witmer (1988 - 2008) ...................................... Professor, Psychology
Christopher Zarett (1975 - 2009) ..................................... Counseling
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<td>Centro de Escritura</td>
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**2012-2013 Academic Calendar**

### Summer 2012

- **Sun April 1 (ongoing)**: Admission application opens for summer 2012
- **T-Sat May 1-5**: Priority Registration
  - May 6-Jun 22: Open Registration, 8-week classes
  - May 6-Jul 5: Open Registration, 6-week classes
- **F Jun 1**: Last day for dismissed students to submit a reinstatement application for 8-week classes
  - Jun 4-22: College Now! Registration, 8-week classes
  - Jun 4-Jul 5: College Now! Registration, 6-week classes
- **F Jun 15**: Last day for dismissed students to submit a reinstatement application for 6-week classes
  - M Jun 18: Classes begin - 6 week
  - M Jun 18: First day to file petitions for summer diploma/certificate
  - M Jul 2: Classes begin - 8 week
- See online class search*: Last day to add 6 & 8 - week classes
- See online class search*: Last day to select PASS/NO PASS option, 6-week classes
- See online class search*: Last day to select PASS/NO PASS option, 8-week classes
- **W Jul 4**: Independence Day - College Closed
- See online class search*: Last day to drop 6-week classes
- **F Jul 13**: Last day to file petitions for summer diploma/certificate
- **W Aug 8**: Classes end – 6 & 8 week
- **Th Aug 9**: Final Exams – 6 & 8 week

### Fall 2012

- **F Jun 1**: Admission application opens for fall 2012
- **T-Sat Jun 26-30**: Priority Registration
  - July 1-Aug 24: Open Registration for fall 2012
- **Th Aug 2**: Last day for dismissed students to submit a reinstatement application for semester-length and Term 1 classes
  - Aug 6-24: College Now! Registration
- **Th Aug 16**: Staff Development Day
- **F Aug 17**: All Staff Day
- **M Aug 20**: Classes Begin - Credit day, Evening, Term 1, and Community Education
- **M Aug 20**: First day to file petitions for fall 2012 diploma/certificate
- **See online class search***: Last day to add semester length and Term 1 classes
- **M Sep 3**: Labor Day - College Closed
- **See online class search***: Last day to drop without W, Term 1 classes
- **See online class search***: Last day to select PASS/NO PASS option, Term 1 classes
- **See online class search***: Last day to drop without W, semester-length classes
- **See online class search***: Last day to select PASS/NO PASS option, semester length classes
- **See online class search***: Last day to withdraw – Term 1 eight-week classes
- **F Sept 28**: Last day for dismissed students to submit a reinstatement application for Term 2 classes
- **W Oct 10**: Term 1 classes end
- **Th,F Oct 11, 12**: Final Exams - Term 1
- **M Oct 15**: Term 2 classes begin
- **See online class search***: Last day to drop without W, Term 2 classes
- **See online class search***: Last day to select PASS/NO PASS option, Term 2 classes
- **See online class search***: Last day to withdraw, Semester length classes
- **See online class search***: Last day to withdraw, Term 2 classes
- **F Nov 9**: Last day to file petitions for fall 2012 diploma/certificate
- **M Nov 12**: Veterans Day - College Closed

### Spring 2013

- **Th Nov 1**: Admission application opens for spring 2013
- **Nov 27-Dec 1**: Priority Registration for spring 2013
- **Dec 2-Jan 25**: College Now! Registration
- **T Jan 1**: New Year’s Holiday – College Closed
- **F Jan 4**: Last day for dismissed students to submit a reinstatement application for spring-semester and Term 3 classes
- **Th Jan 17**: Staff Development
- **F Jan 18**: All Staff Day
- **M Jan 21**: Dr. Martin Luther King, Jr. Day – College Closed
- **T Jan 22**: Classes begin - Credit day, Evening, Term 3, and Community Education
- **T Jan 22**: First day to file petitions for spring diploma/certificate
- **See online class search***: Last day to add semester length and Term 3 classes
- **See online class search***: Last day to drop W, Term 3 classes
- **See online class search***: Last day to select PASS/NO PASS option, Term 3 classes
- **See online class search***: Last day to drop without W, semester-length classes
- **See online class search***: Last day to select PASS/NO PASS option, semester-length classes
- **See online class search***: Last day to withdraw – Term 3 eight-week classes
- **F Feb 15**: Lincoln Day - College Closed
- **M Feb 18**: Washington Day - College Closed
- **F Mar 8**: Last day for dismissed students to submit a reinstatement application for Term 4 courses
- **W Mar 13**: Term 3 Classes end
- **Th,F Mar 14, 15**: Final Exams - Term 3
- **M Mar 25**: Term 4 classes begin
- **See online class search***: Last day to drop W, Term 4 classes
- **See online class search***: Last day to select PASS/NO PASS option, Term 4 classes
- **M-Sat Mar 18-23**: Spring Recess — No Credit Classes
- **F March 22**: Spring Holiday – College Closed
- **See online class search***: Last day to withdraw, Semester length classes
- **See online class search***: Last day to withdraw, Term 4 classes
- **F Apr 12**: Last day to file petitions for spring diploma/certificate
- **W May 15**: Last day of instruction - Term 4 classes end
- **Th,F May 16, 17**: Final Exams - Term 4
- **Th-W May 16-22**: Final Exams - Term 4 Semester length
- **Th May 23**: Scholarship Awards Ceremony
- **F May 24**: Commencement
- **M May 27**: Memorial Day - College Closed

*Deadline varies per class. See online class search and click the blue CRN for specific class deadline.*